

Transient Personnel Administration (TPA) Users' Manual

TPAMAN
**NAVY STANDARD INTEGRATED PERSONNEL
SYSTEM (NSIPS) VERSION**

FEBRUARY 2002

**Enlisted Placement Management Center
New Orleans, LA**

EPMAC INSTRUCTION 5000.3D

Subj: ADMINISTRATION OF TRANSIENT PERSONNEL

Ref: (a) Enlisted Transfer Manual (NAVPERS 15909F)
(b) Officer Transfer Manual (NAVPERS 15559B)
(c) Naval Military Personnel Manual (NAVPERS 15560C)
(d) Manual of the Medical Department (NAVMED P-117)

Encl: (1) Transient Personnel Administration Users' Manual
(TPAMAN)

1. Purpose. To publish revised guidelines and procedures for the administration of Transient Personnel via the Navy Standard Integrated Personnel System (NSIPS). This manual has been changed in its entirety to incorporate NSIPS.

2. Cancellation. EPMACINST 5000.3D. Activities that are still utilizing SDS should continue to use EPMACINST 5000.3C until NSIPS installation.

3. Background. The Transient Personnel Administration Users' Manual (TPAMAN) is the official manual for the administration of Transient Personnel through the Transient, Patient, Prisoner & Holdee (TPP&H) and Student Pipelines. The TPAMAN supplements basic regulations and requirements published in references (a) through (d). Nothing in the TPAMAN shall be construed as contravening or superseding other directives issued by the Department of the Navy.

4. Action. The procedures for processing personnel through the TPP&H and Student Pipelines via NSIPS will be accomplished per the provisions published in this manual.

G. SHEEHAN

Distribution:
Command Intranet

RECORD OF CHANGE

Changes to this manual will be published and distributed as changes occur. Effective with change 1, the short title and change number will appear in the upper outside margin of each page e.g., EPMACINST 5000.3D CH-1. The List of Effective Pages lists all pages and their change number. The List of Effective Pages is used to control the pages to be maintained in the manual and for verifying that the page is still effective. Control of the pages listed shall be by the page number at the bottom of each page e.g., 2-1.

CHANGE NUMBER	DATE OF CHANGE	DATE ENTERED	SIGNATURE OF PERSON ENTERING CHANGE

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SECTION 1 INTRODUCTION

1.0 GENERAL. The purpose of this manual is to provide standard procedures for the administration and management of personnel in the Transient, Patient, Prisoner, Holdee (TPPH) and Student Pipelines. Personnel Support Activity Detachments (PERSUPPDETs), Transient Personnel Units (TPUs), the Recruit Training Command (RTC), Service School Commands (SSCs), Medical Treatment Facilities (MTFs) and commands exercising control over "OTHERS" and "STUDENT" accounts must make every effort to move individuals through the Transient Pipeline to return critically needed personnel to the fleet or separate them from the Navy in an expeditious manner. Personnel who are in a Limited Duty (LIMDU)/patient status should be gainfully employed commensurate with their physical ability. Normal processing delays for transient personnel (i.e., school attrites awaiting orders, personnel awaiting further transfer, separation, assignment and screening) are expected to happen, however, transient personnel shall not be retained or delayed solely to satisfy local work requirements.

1.01 TRANSIENT MONITORING UNIT. The Transient Monitoring Unit (TMU) was established in July 1975 to monitor the movement of personnel through the TPPH and Student Pipelines. As the agent for the Chief of Naval Personnel, TMU conducts on-site visits of transient personnel processing activities to ensure personnel administration and management procedures are in place. Transient personnel processing activities include but are not limited to: PERSUPPDETs/Personnel Offices, TPUs, RTC, SSCs, Consolidated Brigs (CONBRIGS)/Legal Offices, MTFs and their respective Medical Holding Companies (MHCs) and commands exercising control over "OTHERS" and "STUDENT" accounts. Additionally, TMU is responsible for monitoring of the LIMDU personnel, and recommending changes to policies and procedures covering both transient and LIMDU personnel. Activities are visited annually or as deemed necessary by the Officer in Charge (OIC), TMU or as directed by higher authority. Normally four weeks advance notice is provided prior to an on-site visit.

a. TMU's visits are unique and should not be associated with Inspector General (IG) inspections since TMU only reviews those areas that affect the movement of transient personnel. The

following areas are reviewed during an on-site visit:

- (1) Personnel Accounting
 - (2) Appellate Leave
 - (3) Separations/Transition Assistance Program Delays
 - (4) Limited Duty
 - (5) Overseas Screening Delays
 - (6) Availabilities
 - (7) Humanitarian Assignment (HUMS) Processing
 - (8) Receipts/Transfers
 - (9) Medical Board Processing
 - (10) Discipline/Deserter/In Hands Civil Authorities
 - (11) Medical Holding Companies
 - (12) Navy Passenger Transportation Office (NAVPTO)/Passenger Reservation Request (PRR) Delays
 - (13) Navy Standard Integrated Personnel System (NSIPS) Standard Reports and Database Management
 - (14) Student Pipeline Management (in-processing delays, interruption from instruction, Academic Review Boards (ARBs), Student Permanent Drop Records (SPDRs), attrites, reclassification, NITRAS/ASMO procedures and Student Control/PERSUPPDET interfaces)
 - (15) Manuals/Directives maintenance
 - (16) Other areas that assist in the movement of transient personnel faster
- b. Specific areas are advised of findings during the TMU visit. At the conclusion of the visit, TMU will conduct an

outbrief with the CO/OIC with specific findings and recommendations. A written report is then forwarded with copies to the chain of command and other appropriate commands/headquarters.

c. Commands should not wait for a TMU visit to identify transient management problems. Assistance visits may be requested from TMU at any time deemed necessary. TMU can be contacted by any Transient Processing Activity with problems or concerns at DSN: 678-1602/1152 or Commercial: (504) 678-1602, 678-1606, or at www.epmac.nola.navy.mil/tmu.

SECTION 2

ACCOUNTABILITY AND TRACKING OF TRANSIENT PERSONNEL

2.0 GENERAL. This section provides a practical guide for the supervisor on the procedures and requirements for accountability and proper tracking of transient personnel.

2.01 MANAGEMENT AND ACCOUNTABILITY. The effective management and accountability of personnel in the TPP&H and Student Pipelines begins with the receipt of an individual. Activities will receive only those personnel transferred under proper authority.

2.011 PERSONNEL ACCOUNTING/COMMUNICATION.

a. Employment of sound personnel accounting practices, a thorough working knowledge of the Enlisted Distribution Verification Report User's Manual (EDVRMAN), Diary Message Reporting System User's Manual (DMRSMAN), the Navy Standard Integrated Personnel System (NSIPS) Coachware and the NSIPS Help System are essential in tracking of transient and LIMDU personnel. Effective lines of communication must exist between the PERSUPPDET/Personnel Office and customer commands to properly account for transient personnel.

b. Commanding Officers/Officers in Charge of TPUs, Brigs, Others accounts, Schools, and Naval Medical Centers (NMC)/Naval Hospitals (NAVHOSP) MUST provide status change information affecting transient personnel as it occurs to servicing PERSUPPDET/Personnel Office to ensure proper accountability.

c. PERSUPPDET/Personnel Office will change the Accounting Category Code (ACC) of personnel in the TPP&H and Student Pipelines as information is received to accurately reflect their current status. Preparation and submission of documents using NSIPS to Manpower Personnel and Management Information System (MAPMIS)/Transient-Track-File (TTF) changes, as they occur, reduces accounting errors and enhances proper accountability of all personnel in the TPPH and Student Pipelines.

d. Personnel on board transient activities must be closely monitored and removed from the Transient Pipeline, either by transfer or administrative separation (ADSEP).

2.012 ACCOUNTING CATEGORY CODE (ACC) CHANGE INFORMATION.

Personnel in a Temporary Duty (TEM DU) status must be assigned the appropriate ACC that accurately reflects their primary reason for assignment/retention in the Transient Pipeline. Per the EDVRMAN, the only authorized changes from ACC 1XX to 3XX/1XX without reference to NPC/EPMAC are:

- a. ACC 100 to 381, 393 or 105.
- b. ACC 105 to 100 when the individual is found fit for duty (FFD) and was previously in ACC 100.

2.013 ACCOUNTING CATEGORY CODE (ACC) DEFINITIONS. In addition to receiving only those personnel transferred under proper authority, the correct assignment of an appropriate ACC is equally important. Appendix A (ACC Decision Logic Table) provided in this manual will help in deciding which ACC personnel belong in. The following definitions are provided for information:

<u>ACC</u>	<u>DEFINITION</u>
ACC 100:	FORDU (FORDU) - PERMANENT ASSIGNMENT FOR DUTY
ACC 101:	FAILED TO REPORT (FOR DUTY)
ACC 103:	FORDU ADSW - ACTIVE DUTY FOR SPECIAL WORK
ACC 104:	FORDU HUMS - HUMANITARIAN ASSIGNMENT (MORE THAN SIX MONTHS)
ACC 105:	FORDU LIMDU - LIMITED DUTY (ASSIGNMENT RESTRICTED FOR MEDICAL REASONS)
ACC 106:	FORDU CFO - COMMISSIONING AND FITTING OUT
ACC 107:	FORDU MOB - MOBILIZATION

ACC 108: FORDU TASP - TARGETED "A" SCHOOL PROGRAM GUARANTEED
PROGRAMMED SCHOOL INPUT PROGRAM

ACC 109: DECLARED DESERTER (ASSIGNED BY NPC ONLY)

ACC 150: TEMDU PSI - TEMPORARY DUTY PROGRAMMED SCHOOL INPUT

ACC 320: TEMDU FFA - TEMPORARY DUTY FOR FURTHER ASSIGNMENT

ACC 330: TEMDU FFT - TEMPORARY DUTY FOR FURTHER TRANSFER

ACC 340: TEMDU RECRUIT - TEMPORARY DUTY FOR RECRUIT TRAINING
(LESS THAN 20 WEEKS)

ACC 341: TEMDUINS - TEMPORARY DUTY UNDER INSTRUCTION (LESS THAN
20 WEEKS)

ACC 342: DUINS - DUTY UNDER INSTRUCTION (20 WEEKS OR GREATER)

ACC 350: TEMDU - TEMPORARY DUTY NOT OTHERWISE DEFINED (SECURITY
CLEARANCE, OVERSEAS SCREENING, FAMILY ADVOCACY, ETC.)

ACC 351: FAILED TO REPORT (FOR TEMPORARY DUTY)

ACC 352: TEMDU CFO - TEMPORARY DUTY FOR COMMISSIONING AND
FITTING OUT

ACC 354: TEMDU HUMS - TEMPORARY DUTY FOR HUMANITARIAN ASSIGNMENT
(LESS THAN SIX MONTHS)

ACC 355: TEMDU MED BD OR PEB - TEMPORARY DUTY AWAITING FORMAL
MEDICAL BOARD/PHYSICAL EVALUATION BOARD PROCEEDINGS)

ACC 356: TEMDU TEMP DISQUAL - TEMDU PENDING EVALUATION BY LOCAL
AUTHORITIES FOR SPECIAL DUTIES (SUBMARINES, AIRCREW,
DIVING, ETC.)

ACC 358: TEMDU SEMINAR - TEMPORARY DUTY SENIOR MINORITY
ASSISTANCE TO RECRUITING PROGRAM

ACC 370: TEMDU UNTREAT - TEMPORARY DUTY UNDER TREATMENT
(INPATIENT AT NAVAL MEDICAL FACILITY)

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- ACC 371: TEMDU UNTREAT - TEMPORARY DUTY UNDER TREATMENT (MEDICAL HOLDING COMPANY)
- ACC 372: TEMDU UNTREAT - TEMPORARY DUTY UNDER TREATMENT (INPATIENT AT NON-MILITARY MEDICAL FACILITY)
- ACC 373: TEMDU UNTREAT - TEMPORARY DUTY UNDER TREATMENT (INPATIENT AT NON-NAVAL MILITARY MEDICAL FACILITY)
- ACC 380: TEMDU SEPROS - TEMPORARY DUTY PENDING SEPARATION, DISCHARGE, RELEASE, TRANSFER TO FLEET RESERVE OR RETIREMENT
- ACC 381: TEMDU SEPROS - TEMPORARY DUTY PENDING SEPARATION, DISCHARGE, RELEASE, RETIREMENT (PAY STATUS, AT HOME AWAITING FINAL DISPOSITION OF PHYSICAL EVALUATION BOARD)
- ACC 382: TEMDU SEPROS - TEMPORARY DUTY PENDING ADMINISTRATIVE SEPARATION PROCEEDINGS
- ACC 390: TEMDU DISP - TEMPORARY DUTY DISCIPLINARY (HOLDEE, NOT CONFINED)
- ACC 391: TEMDU DISP - TEMPORARY DUTY DISCIPLINARY (CONFINED IN A MILITARY FACILITY)
- ACC 392: TEMDU DISP - TEMPORARY DUTY DISCIPLINARY (HELD OR CONFINED BY CIVILIAN/FOREIGN AUTHORITIES)
- ACC 393: TEMDU DISP - TEMPORARY DUTY DISCIPLINARY (APPELLATE LEAVE)
- ACC 400: SYSTEM GENERATED CODE THAT IDENTIFY MEMBERS IN A DETACH STATUS THAT HAS NOT REPORTED TO ANOTHER UIC

2.02 REPORTS. The NSIPS Standard Reports, User Defined Query, and NSIPS Transient Monitoring Tracking Report (TMTR) and the Expired Projected Loss Date Report are the key tools in properly accounting and tracking personnel in the TPP&H and Student Pipelines.

2.021 NSIPS TRANSIENT MONITORING TRACKING REPORT (TMTR). This report lists transient personnel assigned in ACC 101, 104, 109, 150 and 3XX by UIC, sub-grouped by ACC, Duty Status Effective Date, in alphabetical order. This is an NSIPS Standard Report printed on schedule set by the supervisor. Weekly distribution of the NSIPS-TMTR by the PSD to customer commands is required for verification and update. This improves communication and the flow of information between commands and PSD.

a. Report Utilization: The NSIPS System Administrator or the Transient Supervisor will print and distribute the TMTR every Monday. In addition:

(1) PERSUPPDET Clerks will:

(a) Verify the TMTR daily for action required.

(b) Initial and date applicable areas as action is completed.

(c) Annotate the TMTR as information is received or changes occur.

(d) Submit NSIPS Transient Tracking Panels to update the TMTR, daily, if required.

(e) Adjust Planned Loss Date (PLD's) as per sample scenarios provided in Sections 3 through 11.

(f) As each new report is received, verify that the previous information has posted.

(2) Customer Commands will: Verify all personnel listed on the TMTR and provide PERSUPPDET with current status as changes occur.

b. Report Retention: Retain annotated copies of the TMTR locally for 60 days.

2.022 EXPIRED PLANNED LOSS REPORT. This is an NSIPS Standard Report that can be printed daily and identifies transient personnel remaining on board beyond their PLD. As a management

tool, this report automatically determines whether required actions have been completed. Management/supervisors will:

- a. Review the Expired Planned Loss Report daily.
- b. Research personnel appearing on this report with applicable clerks, and verify/update their status on the TMTR and take appropriate action on unresolved cases.

2.023 MANAGEMENT OF THE TMTR. To effectively monitor and track personnel in the TPPH and Student Pipelines, PERSUPPDETs must create and update appropriate Transient Tracking panels to update the TMTR with the applicable PLD information, transient tracking code, tracer action, and remarks information which clearly identifies their transient status.

SECTION 3
LIMITED DUTY

3.0 GENERAL. This section provides procedures for proper reporting and administration of Limited Duty (LIMDU) personnel. Basic responsibilities of the parent command, Medical Treatment Facility (MTF) and servicing PERSUPPDET are discussed.

3.01 ACCOUNTING FOR PERSONNEL. Personnel assigned to LIMDU will be accounted for in ACC 105. Specific attention is directed toward the following requirements:

- a. Personnel who are assigned Permanent LIMDU (L4/L5 designator) will be accounted for in ACC 105.
- b. Recruits placed in a LIMDU status, who have not completed Recruit Training, will be retained in ACC 340 at the RTC and tracked by the servicing PERSUPPDET per ENLTRANSMAN, Chapter 24.
- c. Personnel under instruction who have been medically evaluated and placed on LIMDU, but the medical condition does not prevent the student from continuing training will be retained in ACC 341 or 342 and tracked per ENLTRANSMAN, Chapter 24.
- d. Personnel under instruction will be dropped if medically evaluated and the medical condition prevents continued training.
- e. Females reassigned due to pregnancy who do not have a medical board dictated recommending a LIMDU period will not be accounted for in ACC 105. Orders received on female personnel under these circumstances will be executed, however, an order modification requesting a correction of the ultimate ACC to reflect ACC 100 will be accomplished through the Assignment Control Authority (ACA), receiving command, servicing PSD and TMU being notified as info addressees.
- f. Females who become pregnant while on LIMDU shall finish their current period of LIMDU as directed by the Medical Board. Further guidance can be obtained by contacting COMNAVPERSCOM (PERS-821).

3.02 PROCESSING AND TRACKING. Close liaison must be maintained between the individual assigned to LIMDU, each Command LIMDU Coordinator, the LIMDU Coordinator at the appropriate MTF and COMNAVPERSCOM (PERS-821). PERSUPPDETs/Personnel Offices must raise the level of awareness when conditions arise that delay the LIMDU process. In addition to the requirements established in ENLTRANSMAN Chapter 24, PERSUPPDETs/Personnel Offices will:

a. Upon receipt of each member for LIMDU, verify the PRD with the Medical Board cover sheet. If the PRD on the orders does not match the LIMDU PRD on the Medical Board cover sheet, include the member in paragraph one of the Status Change of LIMDU Personnel message for correction.

b. For second and subsequent periods of LIMDU resulting from a follow-up/reevaluation appointment, the PAO will notify PERSUPPDET via the weekly disposition message of the additional LIMDU period. If the new LIMDU PRD does not properly reflect on the LIMDU Report and/or command's EDVR after 60 days, notify PERS-4/821 via the monthly Status Change of LIMDU Personnel message, paragraph one.

c. PSD's will utilize the NSIPS LIMDU report as follows:

(1) Personnel received for LIMDU will be added to the NSIPS LIMDU report by updating the Medical portion of the Transient Tracking panel with the information verified against the Medical Board Cover Sheet. Figures 3A and 3B provide block descriptions and common scenarios associated with the LIMDU process.

(2) Print the NSIPS LIMDU report each Monday and annotate updates/changes daily throughout the week.

(3) Each Friday, update the NSIPS Transient Tracking panels, entering the information annotated during the week. The remarks on these panels MUST contain sufficient information to accurately detail the CURRENT LIMDU status.

(4) Upon verification of new report discard the previous report.

d. Non-NSIPS activities will use the LIMDU Tickler Card in the format prescribed per ENLTRANSMAN Chapter 24. In addition:

(1) File the LIMDU Tickler Card by PRD in alphabetical order starting with expired PRDs.

(2) Notes contained on the LIMDU Tickler card MUST accurately detail a complete chronological history of the individual's LIMDU status.

e. A case file for LIMDU information shall be retained separate from the service record to protect the privacy of the individual concerned due to the personal nature of the medical board.

(1) Case files shall be setup in the following manner:

Left Side	Right Side
Copy of LIMDU orders (if applicable)	Copy of the Re-Eval appointment letter via CO
Copies of medical board cover sheets (i.e. LIMDU, PEB, DEP REVIEW)	
LIMDU approval/extension authorization	
L4/L5/PLD authorization (ensure all documentation is placed in chronological order from bottom to top)	

(2) Separate tickler files for all tracer action, reeval appointment requests and reply messages, Weekly LIMDU Reevaluation Disposition messages and Status Change of LIMDU Personnel messages will be established.

3.021 LIMITED DUTY REEVALUATION PROCESS.

a. The LIMDU Coordinator at the PERSUPPDET/Personnel Office will start the reevaluation process by submitting a request for reevaluation appointments to the appropriate MTF at the beginning of the month, three months prior to completion of LIMDU.

b. Initiate tracer action every 30 days thereafter, until an appointment is obtained. Figure 3C provides a format for requesting reevaluation appointment and subsequent tracer actions.

c. Once an appointment is obtained, notify the individual by letter via their Commanding Officer of the LIMDU reevaluation appointment. This provides a basis for subsequent disciplinary action should the individual fail to report. A sample letter is contained in ENLTRANSMAN, Chapter 24.

3.022 TRACER ACTION PROCEDURES. Tracer action will be initiated as follows:

a. Personnel awaiting copy of the Medical Board/Physical Evaluation Board cover sheet. Comply with instructions in Section 7, Para 7.06a.

b. Personnel Awaiting Results of Departmental Review. Comply with instructions in Section 7, Para 7.06b.

c. Personnel Awaiting PEB Proceedings. Comply with instructions in Section 7, Para 7.06c. If the PSD is receiving the PEB/PEBLO listing and the member in question is listed, the requirement for this tracer action is waived.

d. Personnel Awaiting Final Action on PEB Proceedings. Refer to Section 7, Para 7.06d and comply with the procedures listed. If the PSD is receiving the PEB/PEBLO listing and the member in question is listed, the requirement for this tracer action is waived.

e. Prepare appropriate NSIPS Transient Tracking panel to update the TMTR with the applicable ACC, PLD information and remarks that clearly show their transient status.

3.03 NAVAL MTF PROCEDURES. The MTF will:

a. Respond to requests for reevaluation appointments within 10 days. Use format provided in Figure 3D.

b. Per MANMED, Chapter 18, determine whether a LIMDU individual being reevaluated is:

(1) FFD upon reevaluation or at PRD.

(2) Recommended for additional LIMDU (not to exceed 8 total months of LIMDU). This action may be completed by entry in the individual's health record (SF600).

(3) Referred to Departmental Review (PERS-821) for periods of additional LIMDU that will exceed a total aggregate of 8 months.

(4) Referred to PEB.

NOTE: Competent Medical Authority may refer any case, at any time, for either Departmental Review or PEB proceedings.

c. Weekly, provide the disposition of LIMDU personnel reevaluated that week. This message shall include personnel found fit for duty, approved for additional period of LIMDU not to exceed 8 total months, cases referred to PERS-821 for Departmental Review, cases referred to PEB, and personnel who failed to report for their reevaluation appointment. Figure 3F provides a sample message.

3.04 PARENT COMMAND RESPONSIBILITIES. In addition to the requirements established in ENLTRANSMAN, Chapter 24, parent commands will:

a. Designate a coordinator to track and monitor personnel assigned to LIMDU. LIMDU personnel may not be assigned as command coordinator.

b. Ensure LIMDU personnel remain available to receive follow-up care and reevaluation.

c. Notify the individual of the time and date of reevaluation appointment.

d. Notify the PERSUPPDET/Personnel Office of the results of all LIMDU follow-up and reevaluation appointments within one working day of their completion.

e. Notify via message NAVPERSCOM (PERS 40BB), BUMED (MED-02) and the Assignment Control Authority of members that are found

fit for duty but are unsuitable for operational duty in accordance with ENLTRANSMAN Chapter 3 and BUMEDINST 1300.2.

3.05 PERSONNEL UNDER INSTRUCTION WITH A MEDICAL CONDITION.

Personnel under instruction who are medically evaluated and the medical condition prevents continuing training will be dropped from training. Upon receipt of the medical board report cover sheet, change ACC to 320 and submit "YH" availability. In addition:

a. For students FFD, after a period of LIMDU prior to graduation, refer to Section 5.

b. When a student graduates and has more than 90 days remaining on LIMDU, change the ACC to 320 and submit a "YH" availability per EPMAC New Orleans Code 48 Message DTG 240601Z APR 01.

c. When a student graduates and has less than 90 days remaining on LIMDU, change the ACC to 355 and request a LIMDU reevaluation appointment. Upon completion of the reevaluation, if additional LIMDU is authorized, submit a YH availability per ENLTRANSMAN Chapter 18. If a medical board is submitted to Departmental Review or PEB, retain in ACC 355 and track per Section 7. If the individual is found fit for duty, refer to Section 5, change the ACC to 320 and submit "YJ" availability.

3.06 PROCEDURES FOR AVIATION, SUBMARINE, AND OTHER SPECIAL DUTY PERSONNEL. In addition to the requirements set forth in ENLTRANSMAN, Chapter 24, for nuclear trained personnel placed on LIMDU, the parent command will submit a Navy Enlisted Classification (NEC) change to PERS-133D requesting NEC change to 3359 for nuclear trained submariners or 3389 for nuclear trained surface ship personnel. Personnel requiring a determination of physical qualification for specialized duty should be scheduled for such exams at the same time as their scheduled TLD reevaluation. Personnel must be fit for duty and physically qualified for special duty prior to submitting availability for reassignment.

3.07 PROCEDURES FOR PERSONNEL IN L4/L5 STATUS. Reevaluation requests for personnel in L4/L5 status must be submitted not later than 3 months prior to PRD. ENLTRANSMAN, Chapter 24

refers. The PERSUPPDET must inform PERS-821 by message with reason for retention when L5 personnel are held beyond Estimated Date of Loss from the Navy (EDLN). Copy of L5 authorization must be on file.

3.08 REPORT REQUIREMENTS. NSIPS activities shall prepare and submit the Status Change of LIMDU Personnel Message described in Figure 3E.

3.09 ACC RELATED ACTIONS. To effectively monitor and track personnel in the TPPH and Student Pipelines, PERSUPPDETs must use Appendix A (ACC DECISION LOGIC TABLE) as a guide to determine proper accountability.

3.10 RETAIN FILES. Maintain copies of LIMDU personnel case files for two years.

BLOCK DESCRIPTION AND SAMPLE ENTRIES

UTILIZE THE APPLICABLE BLOCKS IN THE TRANSIENT TRACKING MEDICAL PANEL AS FOLLOWS:

<u>BLOCK NAME</u>	<u>DESCRIPTION</u>
PLANNED LOSS DATE	ENTER THE PROJECTED DATE FOR COMPLETION OF LIMDU.
TRANSIENT TRACKING CODE	ENTER 61E.
TRACER ACTION DATE	ENTER THE DATE OF THE NEXT REQUIRED TRACER ACTION.
MEDICAL BOARD TYPE	ENTER LIMDU, DEPARTMENTAL REVIEW, OR PHYSICAL EVALUATION BOARD
MEDICAL BOARD DATE	ENTER THE DATE OF INITIAL MEDBD ONLY (DO NOT CHANGE THIS DATE WITH THE RECEIPT OF SUBSEQUENT MEDICAL BOARDS) .
DATE NOTIFIED	ENTER THE DATE THE PSD IS NOTIFIED BY THE MTF THAT A MEDICAL BOARD OR PEB IS BEING DICTATED ON A MEMBER.
DATE RECEIVED	ENTER THE DATE THE MEDICAL BOARD/PEB COVER SHEET IS RECEIVED BY THE PSD.
LIMDU 1ST PERIOD	ENTER TOTAL AMOUNT OF APPROVED MONTHS OF LIMDU LISTED ON THE MEDICAL BOARD.
LIMDU CURRENT	ENTER THE TOTAL NUMBER OF MONTHS OF LIMITED DUTY THE MEMBER IS CURRENTLY ASSIGNED.
LIMDU TOTAL	ENTER THE TOTAL NUMBER OF MONTHS A MEMBER IS ASSIGNED LIMITED DUTY IN HIS/HER CAREER.
PRD	THE PROJECTED YEAR AND MONTH THAT A MEMBER IS ANTICIPATED TO BE FIT FOR DUTY.
RE-EVALUATION DATE	ENTER THE 1ST DAY OF THE MONTH THREE MONTHS PRECEDING THE MONTH OF LIMDU PRD (I.E. LIMDU PRD 0305, SET THE RE-EVALUATION DATE AT 0302). UPON RECEIPT OF REEVALUATION DATE FROM MTF, ENTER ACTUAL DATE OF REEVALUATION APPT.

Figure 3A-1

<u>BLOCK NAME</u>	<u>DESCRIPTION</u>
HAO DATE	ENTER THE DATE THE MEDICAL BOARD WAS SUBMITTED BY MEDICAL TO BUPERS FOR DETERMINATION.
PEB REBUTTAL	CHECK THIS BOX IF A MEMBER DESIRES TO REBUTT HIS/HER FINDINGS.
DOCTOR/CLINIC	ENTER THE NAME OF THE DOCTOR AND CLINIC.
RESPONSE DATE	ENTER THE DATE A RESPONSE WAS RECEIVED FROM BUPERS REGARDING THE MEMBER'S MEDICAL BOARD.
REBUTTAL DATE	ENTER THE DATE A MEMBER SUBMITTED HIS/HER REBUTTAL.
AVAIL SUBMITTED DATE	ENTER THE DATE AVAILABILITY WAS SUBMITTED ON THE MEMBER.
FORMAL HEARING DATE	ENTER THE DATE OF THE MEMBER'S FORMAL HEARING.
PETITION FOR RELIEF DATE	ENTER THE DATE THAT THE MEMBER PETITIONED FOR RELIEF.
ADTAKE DATE	ENTER THE DATE AVAIL WAS ADTAKED TO COMNAVPERSCOM, EPMAC OR NRPC.
REMARKS	ANY REMARKS NECESSARY TO FACILITATE THE TRACKING OF LIMITED DUTY PERSONNEL. THIS FIELD IS DESIGNED TO ONLY REFLECT THE "MOST CURRENT" INFORMATION ON LIMDU PERSONNEL VICE A COMPLETE HISTORY SINCE DATE OF RECEIPT FOR LIMDU.

Figure 3A-2

SAMPLE TRANSIENT TRACK (NSIPS MEDICAL PANELS)

1. MEMBER REPORTS FOR LIMDU ON 02JUN28 AND MEMBER'S PREVIOUS PERMANENT DUTY STATION WAS TYPE 2 or 4, MEDBD COMPLETED 02MAY15, FOR 08 MONTHS, LIMDU EXPIRES 03JAN01.

NSIPS MEDICAL PANEL: ENTER FOL INFO IN BLOCK INDICATED:

PROJECTED LOSS DATE: 03FEB01	TRANS-TRACK-CODE: 61E
MEDICAL BOARD TYPE: LIMDU	DATE NOTIFIED: 02JUN28
MEDICAL BOARD DATE: 02MAY15	DATE RECEIVED: 02JUN28
1ST PERIOD: 8	CURRENT: 8
TOTAL: 8	PRD: 03FEB01
RE-EVALUATION DATE: 02NOV01	SUBMISSION DATE: BLANK
RESPONSE DATE: BLANK	FORMAL HEARING DATE: BLANK
PEB REBUTTAL INDICATOR: UNCHECKED	REBUTTAL DATE: BLANK
PETITION FOR RELIEF DATE: BLANK	HAO DATE: BLANK
AVAIL SUBMITTED DATE: BLANK	ADTAKE DATE: BLANK
DOCTOR/CLINIC: DR. PETERS/ORTHO	
REMARKS: REQUEST RE-EVAL 02NOV01	

NOTE: THIS INFORMATION IS ENOUGH TO ADJUST PRD, SHOULD PRD NOT REFLECT IN MAPMIS/NSIPS. IF PRD REFLECTS IN ERROR RATHER THAN BLANK, A MSG TO PERS-821 IS REQUIRED TO CORRECT DISCREPANCY. THIS APPLIES TO FIRST PERIOD OF LIMDU.

2. MEMBER CURRENTLY ATTACHED IN ACC 100 ON TYPES 1, 3 OR 6 DUTY AND A MEDICAL BOARD COMPLETED 02JAN04 FOR 08 MONTHS LIMDU TO EXPIRE 02SEP03 IS RECEIVED FROM A COGNIZANT MEDICAL FACILITY.

NSIPS MEDICAL PANEL: ENTER FOL INFO IN BLOCK INDICATED:

PROJECTED LOSS DATE: 02SEP01	TRANS-TRACK-CODE: 61E
MEDICAL BOARD TYPE: LIMDU	DATE NOTIFIED: 02JAN04
MEDICAL BOARD DATE: 02JAN04	DATE RECEIVED: (REPORT DATE TO CMD)
1ST PERIOD: 8	CURRENT: 8
TOTAL: 8	PRD: (SHOULD HAVE SHORE TOUR PRD)
RE-EVALUATION DATE: 02JUN01	SUBMISSION DATE: BLANK
RESPONSE DATE: BLANK	FORMAL HEARING DATE: BLANK
PEB REBUTTAL INDICATOR: UNCHECKED	REBUTTAL DATE: BLANK
PETITION FOR RELIEF DATE: BLANK	HAO DATE: BLANK
AVAIL SUBMITTED DATE: BLANK	ADTAKE DATE: BLANK
DOCTOR/CLINIC: DR. SPOCK/PSYCH	
REMARKS: REQUEST RE-EVAL 02JUN01	

NOTE: DO NOT REQUEST A PRD ADJUSTMENT FROM PERS-821, UNLESS THE CURRENT PRD IS INSUFFICIENT TO COVER THE ESTIMATED PERIOD OF LIMDU PER ENLTRANSMAN, CHAPTER 24.

Figure 3B-1

SAMPLE TRANSIENT TRACKS (NSIPS MEDICAL PANELS)

3. REEVALUATION APPOINTMENT REQUESTED FROM MTF ON 020601.

NSIPS MEDICAL PANEL: ENTER FOL INFO IN BLOCK INDICATED:

PROJECTED LOSS DATE: 03FEB01	TRANS-TRACK-CODE: 61E
MEDICAL BOARD TYPE: LIMDU	DATE NOTIFIED: 02JUN28
MEDICAL BOARD DATE: 02MAY15	DATE RECEIVED: 02JUN28
1ST PERIOD: 8	CURRENT: 8
TOTAL: 8	PRD: 03FEB01
RE-EVALUATION DATE: 02NOV01	SUBMISSION DATE: BLANK
RESPONSE DATE: BLANK	FORMAL HEARING DATE: BLANK
PEB REBUTTAL INDICATOR: UNCHECKED	REBUTTAL DATE: BLANK
PETITION FOR RELIEF DATE: BLANK	HAO DATE: BLANK
AVAIL SUBMITTED DATE: BLANK	ADTAKE DATE: BLANK
DOCTOR/CLINIC: DR. PETERS/ORTHO	
REMARKS: REQUESTED RE-EVAL APPT VIA MSG 011000ZJUN02.	

NOTE: IF THIS IS THE SECOND OR SUBSEQUENT REQUEST FOR APPOINTMENT, SO INDICATE AFTER THE WORD REEVAL (I.E. REQ REEVAL (2ND/3RD/4TH/ETC. APPT FROM ETC).

4. REEVALUATION APPOINTMENT FOR 1400/02JUL23 RECEIVED FROM MTF ON 02JUL05.

NSIPS MEDICAL PANEL: ENTER FOL INFO IN BLOCK INDICATED:

PROJECTED LOSS DATE: 03FEB01	TRANS-TRACK-CODE: 61E
MEDICAL BOARD TYPE: LIMDU	DATE NOTIFIED: 02JUN28
MEDICAL BOARD DATE: 02MAY15	DATE RECEIVED: 02JUN28
1ST PERIOD: 8	CURRENT: 8
TOTAL: 8	PRD: 03FEB01
RE-EVALUATION DATE: 02JUL23	SUBMISSION DATE: BLANK
RESPONSE DATE: BLANK	FORMAL HEARING DATE: BLANK
PEB REBUTTAL INDICATOR: UNCHECKED	REBUTTAL DATE: BLANK
PETITION FOR RELIEF DATE: BLANK	HAO DATE: BLANK
AVAIL SUBMITTED DATE: BLANK	ADTAKE DATE: BLANK
DOCTOR/CLINIC: DR. PETERS/ORTHO	
REMARKS: RE-EVAL APPOINTMENT ON 02JUL23/1400 RE-EVALUATION LETTER SENT TO COMMAND VIA COMMANDING OFFICER 01JUL05.	

Figure 3B-2

SAMPLE TRANSIENT TRACKS (NSIPS MEDICAL PANELS)

5. LIMDU REEVAL DISPOSITION MESSAGE RECEIVED ON 02JUL25 FROM NMC/NH _____
INDICATING MBR APPROVED FOR 08 MOS ADDL LIMDU.

NSIPS MEDICAL PANEL: ENTER FOL INFO IN BLOCK INDICATED:

PROJECTED LOSS DATE: 03FEB01	TRANS-TRACK-CODE: 61E
MEDICAL BOARD TYPE: LIMDU	DATE NOTIFIED: 02JUN28
MEDICAL BOARD DATE: 02MAY15	DATE RECEIVED: 02JUN28
1ST PERIOD: 8	CURRENT: 8
TOTAL: 8	PRD: 03FEB01
RE-EVALUATION DATE: 02JUL23	SUBMISSION DATE: BLANK
RESPONSE DATE: BLANK	FORMAL HEARING DATE: BLANK
PEB REBUTTAL INDICATOR: UNCHECKED	REBUTTAL DATE: BLANK
PETITION FOR RELIEF DATE: BLANK	HAO DATE: BLANK
AVAIL SUBMITTED DATE: BLANK	ADTAKE DATE: BLANK
DOCTOR/CLINIC: DR. PETERS/ORTHO	
REMARKS: PER REEVALUTION MSG 251324ZJUL02, MBR RECCOMENDED FOR ADDL 8 MOS LIMITED DUTY. DEPARTMENTAL REVIEW COVER SHEET TRACER DUE 02AUG19.	

6. DEPARTMENTAL REVIEW IS DICTATED ON 02AUG15 AND THEN SIGNED BY CONVIENING AUTHORITY ON 02SEP05. COVER SHEET IS DELIVERED TO PSD 02SEP15. PACKAGE IS MAILED TO PERS 821 ON 02SEP15.

NSIPS MEDICAL PANEL: ENTER FOL INFO IN BLOCK INDICATED:

PROJECTED LOSS DATE: 03FEB01	TRANS-TRACK-CODE: 61E
MEDICAL BOARD TYPE: LIMDU	DATE NOTIFIED: 02JUN28
MEDICAL BOARD DATE: 02MAY15	DATE RECEIVED: 02JUN28
1ST PERIOD: 8	CURRENT: 16
TOTAL: 16	PRD: 03FEB01
RE-EVALUATION DATE: 02JUL23	SUBMISSION DATE: 02SEP15
RESPONSE DATE: BLANK	FORMAL HEARING DATE: BLANK
PEB REBUTTAL INDICATOR: UNCHECKED	REBUTTAL DATE: BLANK
PETITION FOR RELIEF DATE: BLANK	HAO DATE: BLANK
AVAIL SUBMITTED DATE: BLANK	ADTAKE DATE: BLANK
DOCTOR/CLINIC: DR. PETERS/ORTHO	
REMARKS: DEPARTMENTAL REVIEW TRACER DUE 02OCT15.	

Figure 3B-3

SAMPLE TRANSIENT TRACKS (NSIPS MEDICAL PANELS)

7. PEB FINDS MEMBER FIT TO CONTINUE ACTIVE DUTY 02DEC23. MEMBER DOES NOT ACCEPT FINDINGS AND DEMANDS A FORMAL HEARING 03JAN03. FORMAL HEARING AT NAVAL MEDICAL CENTER _____ IS SCHEDULED FOR 03FEB01.

NSIPS MEDICAL PANEL: ENTER FOL INFO IN BLOCK INDICATED:

PROJECTED LOSS DATE: 03FEB01	TRANS-TRACK-CODE: 61E
MEDICAL BOARD TYPE: LIMDU	DATE NOTIFIED: 02JUN28
MEDICAL BOARD DATE: 02MAY15	DATE RECEIVED: 02JUN28
1ST PERIOD: 8	CURRENT: 16
TOTAL: 16	PRD: 03FEB01
RE-EVALUATION DATE: 02JUL23	SUBMISSION DATE: 02SEP15
RESPONSE DATE: 03JAN03	FORMAL HEARING DATE: 03FEB01
PEB REBUTTAL INDICATOR: UNCHECKED	REBUTTAL DATE: BLANK
PETITION FOR RELIEF DATE: BLANK	HAO DATE: BLANK
AVAIL SUBMITTED DATE: BLANK	ADTAKE DATE: BLANK
DOCTOR/CLINIC: DR. PETERS/ORTHO	
REMARKS: AWAIT FORMAL HEARING.	

8. MEMBER SENT HOME AWAITING SEPARATION DUE TO CPEB FINDINGS ON 03APR01.

NSIPS MEDICAL PANEL: ENTER FOL INFO IN BLOCK INDICATED:

PROJECTED LOSS DATE: 03FEB01	TRANS-TRACK-CODE: 61E
MEDICAL BOARD TYPE: LIMDU	DATE NOTIFIED: 02JUN28
MEDICAL BOARD DATE: 02MAY15	DATE RECEIVED: 02JUN28
1ST PERIOD: 8	CURRENT: 16
TOTAL: 16	PRD: 03FEB01
RE-EVALUATION DATE: 02JUL23	SUBMISSION DATE: 02SEP15
RESPONSE DATE: 03JAN03	FORMAL HEARING DATE: 03FEB01
PEB REBUTTAL INDICATOR: UNCHECKED	REBUTTAL DATE: BLANK
PETITION FOR RELIEF DATE: BLANK	HAO DATE: 03APR01
AVAIL SUBMITTED DATE: BLANK	ADTAKE DATE: BLANK
DOCTOR/CLINIC: DR. PETERS/ORTHO	
REMARKS: SUBMIT SEPARATION TRACER ACTION TO PERS-821 03MAY01.	

Figure 3B-4

SAMPLE REEVALUATION APPOINTMENT REQUEST MESSAGE

FM PERSUPPDET
 TO NAVHOSP _____//
 INFO PARENT COMMANDS (LIST ALL CMD W/LIMDU PERS FOR WHICH APPOINTMENT REQUESTED)

UNCLAS //N06320//

SUBJ/REQUEST FOR LIMDU PERS REEVAL APPOINTMENTS//
 MSGID/GENADMIN/(PERSUPPET/PERSONNEL OFFICE)/-/-//
 REF/A/DOC/ENLTRANSMAN//
 REF/B/RMG/(PERSUPPDET/PERSONNEL OFFICE)/000000ZNOV01/-/NOTAL//
 NARR/REF A ENLTRANSMAN CHAP 24. REF B IS PREVIOUS REQ FOR LIMDU REEVAL APPTS//
 RMKS/1. FOL PERS HAVE LIMDU PRD _____. PER REF A REQ SKED REEVAL APPT.

NAME	RATE	SSN	CLINIC/DR	UIC/COMD
SMITH, R.B.	SN	000-00-0000	ORTHO/PETERS	00207/NAS JAX
JONES, A.J.	MM3	000-00-0001	PSHYCO/WOOD	00204/NAS CECIL
MATT, D. NMN	SK2	000-00-0002	ORTHO/PETERS	55467/NTC ORL
WILLIAMS, J.D.	BM3	000-00-0003	INTMED/JONES	00000/NSB KSBAY

2. FOL PERS HAVE LIMDU PRD PRIOR TO _____. REQ SKED REEVAL APPT. REF B IS MY PREVIOUS REQUEST FOR LIMDU REEVAL APPT.

NAME	RATE	SSN	CLINIC/DR	UIC//COMD/PRD	#REQ
HORNBLOWER, H.	DP2	000-00-0004	ORTHO/PETERS	00207/NAS JAX 0107	2ND
FISHER, E.G.	PN3	000-00-0005	INTMED/JONES	00207/NAS JAX 0111	3RD
FELDERS, L.U.	AT2	000-00-0006	ORTHO/PETERS	00207/NAS JAX 0212	4 TH //

Figure 3C

SAMPLE REEVALUATION APPOINTMENT NOTIFICATION MESSAGE

FM NAVHOSP _____//--//
 TO PARENT COMMANDS (LIST ALL CMD W/LIMDU PERS FOR WHICH APPOINTMENT REQUESTED)
 INFO PERSUPPDET/PERSONNEL OFFICE REQUESTING REEVAL APPOINTMENT
 BT UNCLAS //N06320//
 SUBJ/REEVAL APPT LIMDU PERS//
 MSGID/GENADMIN/NAVHOSP _____/-/-//
 REF/A/RMG/(PERSUPPDET/PERSONNEL OFFICE) 000000Z MONTH YR//
 NARR/REF A IS PSD/PERSONNEL OFFICE REQ FOR LIMDU REEVAL APPT

RMKS/1. ADVISE PERS LISTED BELOW DATE/TIME LIMDU REEVAL APPT IS SCHED.

NAME	RATE	SSN	CLINIC/DR	UIC/COMD	TIME/DATE
SMITH, R.B.	SN	000-00-0000	ORTHO/PETERS	00207/NAS J	1400/01MAR23
JONES, A.J.	MM3	000-00-0001	PSHYCO/WOOD	00204/NAS CECIL	1300/01MAR22
MATT, D.A.	SK2	000-00-0002	ORTHO/PETERS	55467/NTC ORL	1430/01MAR23
CARR, J.D.	BM3	000-00-0003	INTMED/JONES	00000/NSB KSBAY	1230/01MAR15
HORN, H.	DP2	000-00-0004	ORTHO/PETERS	00207/NAS JAX	1500/99MAR23
FARR, E.G.	PNC	000-00-0005	INTMED/JONES	00207/NAS JAX	1330/99MAR15
FELDERS, L.	AT2	000-00-0006	ORTHO/PETERS	00207/NAS JAX	1330/99MAR23

2. PERS ARE REQUIRED TO REPORT IN THE UNIFORM OF THE DAY, IN POSSESSION OF APPROPRIATE RECORDS TO INCLUDE LAB WORK, X-RAYS, ETC., TO PATIENT ADMINISTRATION OFFICE, LOCATED _____, NAVHOSP _____, 30 MINUTES PRIOR TO SCHED APPT TO RECEIVE LIMDU REEVAL CHECK LIST AND BRIEF. UPON COMPLETION OF REEVAL, MBR WILL BE DIRECTED TO RETURN TO THE PATIENT ADMINISTRATION OFFICE FOR STATUS UPDATE.

3. REMIND PERS THAT FAILURE TO COMPLY WITH REEVAL PROCEDURES IS A VIOL UCMJ ARTS 86 AND 92. QUESTIONS SHOULD BE DIRECTED TO EACH MBRS LIMDU COORDINATOR.

4. PER REF (A), MBRS ARE NOT ALLOWED TO CANCEL OR CHANGE THEIR REEVALUATION APPOINTMENTS. ALL CANCELLATIONS WILL GO THROUGH THEIR RESPECTIVE PSD AND THE PSD WILL CONTACT THE LIMITED DUTY REEVALUATION DESK. QUESTIONS SHOULD BE DIRECTED TO EACH MBR'S LIMDU COORDINATOR.

5. ADVISE BY MSG IF MEMBER IS UNABLE TO KEEP SCHEDULED APPT OR HAS ALREADY BEEN EVALUATED AND FOUND FFD, EXTENDED OR RECOMMENDED FOR PEB.

6. IF YOUR REQUEST FOR REEVALUATION APPOINTMENT IS NOT MENTIONED IN THE APPOINTMENT OR WAIT LIST, CONTACT LIMITED DUTY PERS REEVALUATION DESK AT 532-8312 OR EMAIL: FCAGUIGUI@NMCSD.MED.NAVY.MIL OR FAX TO PROVIDE QUICKER RESPONSE.

7. POC HMC(SS) B.T. PERSON, PATIENT ADMIN (DSN) 942-7777.//
 BT

SAMPLE MESSAGE FOR STATUS CHANGE OF LIMDU PERSONNEL

FM (PERSUPPDET/PARENT COMMAND IF NOT SERVICED BY PERSUPPDET)
 TO BUPERS MILLINGTON TN//JJJJ//
 COMNAVPERSCOM MILLINGTON TN//PERS821//
 TRANSMONUNIT NEW ORLEANS LA//TMU//
 INFO BUMED WASHINGTON DC//0331//
 (COGNIZANT MEDICAL TREATMENT FACILITY)
 EPMAC NEW ORLEANS LA//47/48//

UNCLAS//N06320//

MSGID/GENADMIN/(PERSUPPDET/PARENT COMMAND IF NOT SERVICED BY PSD)
 SUBJ/STATUS CHANGE OF LIMDU PERS (AUG 03)/

RMKS/1. A. THE FOL PERS HAVE ERRONEOUS FIRST TERM LIMDU PRDS:

(THIS SUBPARA WILL BE USED FOR PERS WITH INCORRECT PRD'S ASSIGNED WHEN LIMDU ORDERS WERE CUT. ALL REQUESTS FOR FIRST TERM PRD ADJUSTMENT WILL BE SENT TO TMU.)

SSN	RATE	NAME	MEDBD DT/PERIOD	CORRECT PRD	UIC
123-45-6789	HMCM	JOHNSON, S R	000809/8 MOS	0103	00001
001-00-0002	HM1	SMITH, I B	000812/8 MOS	0103	00002
002-00-0000	PNCM	SKATE, I M	000701/8 MOS	0102	00003

B. THE FOL PERS ARE ON SECOND OR SUBSEQUENT PERIOD OF LIMDU AND HAVE ERRONEOUS PRDS:

(THIS SUBPARA WILL BE USED FOR PERS WITH INCORRECT PRD'S DUE TO SYSTEM ERROR.)

PERS	SSN	RATE	NAME	DTG PERS821 APP	CORRECT PRD	UIC
404	000-00-0005	AB1	EDGAR, B E	012000ZMAR00	0104	00005
404	005-23-9000	ABE2	NOBLE, I B	082340ZAPR00	0102	00006

C. THE FOL OFFICERS ARE ON SECOND OR SUBSEQUENT PERIOD OF LIMDU AND HAVE ERRONEOUS PRDS:

(THIS SUBPARA WILL BE USED FOR OFFICERS WITH INCORRECT PRD'S DUE TO SYSTEM ERROR)

PERS	SSN	GRADE	NAME	DTG PERS821 APP	CORRECT PRD	UIC
421	125-78-0054/1700	LTJG	JOHNSON, B	072130ZMAY00	0101	00009

2. THE FOL PERS WERE FOUND FIT FOR DUTY, AVAIL SUBMITTED AND ARE NOT IN RECEIPT OF ORDERS:

PERS	SSN	RATE	NAME	AVAIL DATE	PRD	UIC
404	006-43-0001	AE2	FLYER, I M	000201	0003	00007
405	009-54-0003	BMC	KNUCKLES, D	000312	0004	00008
405	008-43-1300	BM3	HOOK, C D	000410	0005	00009

3. FOL INFO PROVIDED ON PERS AWAITING LOCAL MEDBD/PEB WHO ARE NOT IN ACC105/355:

(THIS PARA WILL BE USED FOR PERS WHO ARE NOT CURRENTLY REFLECTING IN ACC 105 OR ACC 355 BUT ARE WAITING MEDBD/PEB RESULTS)

PERS	SSN	GRADE/RATE	NAME	PRD	ACC	UIC
821/405	008-00-0057	JO2	READER, M	0008	100	00011

RMKS: MEDBD 000115. FWD PEB 000730.

PERS	SSN	GRADE	NAME	PRD	ACC	UIC
821/421	005-48-067/1100	LCDR	CONCORDE, J I	0102	381	00012

RMKS: PEB BD DTD 000715. FWD PEB 000714. MBR ACCEPTED FINDINGS 15% 00915. MBR SENT HAO 000915. AWAITING SEP AUTH.

4. LIMDU COORDINATOR PN2(SW/AW) JOHN JAMES DSN: 564-0111; COM (757) 867-5309.

Figure 3E

SAMPLE WEEKLY LIMDU REEVALUATION DISPOSITION MESSAGE

FM NAVHOSP _____
 TO SERVICING PERSUPPDET(S)/PERSONNEL OFFICE
 PARENT COMMAND(S) OF MEMBER(S)
 INFO COMNAVPERSCOM MILLINGTON TN//PERS-821//
 TRANSMONUNIT NEW ORLEANS LA//TMU//

BT

UNCLAS //N06320//
 SUBJ/WEEKLY LIMDU REEVALUATION DISPOSITION//
 MSGID/GENADMIN/NAVHOSP _____/-/-//
 REF/A/DOC/MANMED, CHAP 18//
 REF/B/DOC/ENLTRANSMAN//
 REF/C/DOC/TPAMAN//

RMKS/1. PER REFS A THROUGH C, FOL IS IMMEDIATE UPDATE OF LIMDU PERS FOR THE PERIOD
 _____ TO _____.

A. FOL PERS EVALUATED AND FOUND FIT FOR FULL DUTY OR FIT FOR FULL DUTY AT PRD.
 SERVICING PERSUPPDET/PERSONNEL OFFICE SUBMIT IMMEDIATE AVAIL IAW CHAP 20,
 ENLTRANSMAN OR CHANGE ACC TO 100 AS APPROPRIATE.

NAME	RATE	SSN	CLINIC/DR	UIC/COMD	AVAIL DATE
SMITH, R.B.	SN	000-00-0000	ORTHO/PETERS	00207/NAS JAX	03MAR23
JONES, A.J.	MM3	000-00-0001	PSYCH/WOOD	00204/NAS JAX	03MAY18

B. FOL PERS EVALUATED AND RECMD FOR ADDL PD OF LIMDU, NOT TO EXCEED 8 TOTAL
 MONTHS OF TLD. REQ PRD ADJUSTMENT.

NAME	RATE	SSN	CLINIC/DR	UIC/COMD	NEW PRD
MATT, D. C.	SK2	000-00-0002	ORTHO/PETERS	55467/NAS JAX	03JUL18
BYRD, J.D.	BM3	000-00-0003	INTMED/JONES	00000/NAS JAX	03SEP15

C. FOL PERS EVALUATED AND RECMD FOR ADDL PD OF LIMDU, TO EXCEED 8 TOTAL MONTHS
 OF TLD. FOR PERS-821 MEDBD TO BE SUBMITTED FOR DEPARTMENTAL REVIEW.

NAME	RATE	SSN	CLINIC/DR	UIC/COMD	MEDBD DATE
MEADE, D. L.	PN1	000-00-0004	ORTHO/PETERS	00207/NDW	03MAY14

D. FOL PERS EVALUATED AND UNFIT FOR ADDL LIMDU, CASE REFERRED TO PEB.

NAME	RATE	SSN	CLINIC/DR	UIC/COMD	MEDBD DATE
BROWER, H.	DP2	000-00-0004	ORTHO/PETERS	00207/NAS JAX	03MAR23

E. FOL PERS FAILED TO REPORT FOR SCHEDULED LIMDU REEVALUATION: FOR PARENT
 COMMANDS, INFORMS NH PAO/LIMDU COORDINATOR FOR MISSING APPT AND TAKE
 APPROPRIATE ACTION.

NAME	RATE	SSN	CLINIC/DR	UIC/COMD	NEW APPT
FELDS, L.U.	AT2	000-00-0006	ORTHO/PETERS	00207/NAS JAX	1300/99APR06

2. POC HMC(SS) B.T. PERSON, PATIENT ADMIN (DSN) 942-7777.// BT

SECTION 4
DESERTERS/RETURNED DESERTERS/FAILED TO REPORT

4.0 GENERAL. This section provides procedures for proper reporting and administration of Deserters, Returned Deserters and Failed to Report personnel.

4.01 DECLARATION OF DESERTION. Per MILPERSMAN 1600-060, commands to which deserters are attached are responsible for timely and accurate submission of Declaration of Deserter Reports. These reports will be submitted on the 31st day of Unauthorized Absence (UA). If the 31st day falls on the weekend or holiday, submit on the first working day following the 30th day of UA.

4.02 ACCOUNTING FOR PERSONNEL. Account for Deserters in ACC 109, per the following:

a. Upon receipt of a Report of Declaration of Desertion the Navy Absentee and Collection and Information Center (NACIC) will change the ACC to 109. No attempts should be made by the PERSUPPDET/Personnel Office to effect an ACC change.

b. The PERSUPPDET/Personnel Office must monitor individuals in a deserter status to ensure the ACC changes, in both MAPMIS and NSIPS.

c. When a deserter's absence exceeds six months, NACIC will transfer the individual's account to the Deserter UIC 41104. Once this action takes place, the PERSUPPDET/Personnel Office is relieved of personnel accounting responsibility.

4.03 DECLARATION PROCEDURES. The following actions must be taken to declare an enlisted member a deserter:

a. Parent Commands will follow procedures outlined in MILPERSMAN.

b. PERSUPPDET/Personnel Office will:

(1) Obtain from parent command the Report of Declaration of Desertion message, NAVSUP 29, and DD 553 upon declaration. Parent command should complete a NAVSUP 29 regardless if member

had any personal effects. The portion on the form that lists personal effects will be marked none or not applicable.

(2) Access the NSIPS Legal panels and create a Record of Unauthorized Absence Report.

(3) Prepare NAVPERS 1070/613 Administrative Remarks.

(4) Access the NSIPS Transient Tracking Panels to Set PLD and update status information as changes occur.

NOTE: Maintain copies of above documents obtained by parent command and other required documentation in a separate file for two years.

4.04 TRACKING PROCEDURES. Primary tracking responsibility rests with the PERSUPPDET/ Personnel Office having control of the individual's pay account/service record. Procedures to properly track personnel in a UA status should include the following:

a. Verify the NSIPS Record of Unauthorized Absentees Report daily and use as a tickler for submitting reports of desertion on the 31st day of UA and mailing service records on the 121st day of UA.

b. Verify the NSIPS Transient Monitoring Tracking Report (TMTR) continuously to ensure current and accurate information reflects.

c. Utilize the NSIPS Transient Tracking Panel to enter any updates as status changes occur. Figure 4A provides samples of information concerning specific ACC with PLD and remarks on the TMTR.

4.05 DECLARED DESERTER ERRONEOUSLY. Per MILPERSMAN 1600-070, the parent command will notify NACIC and Defense Finance Accounting Service (DFAS) Denver, Colorado, by message, of erroneous declarations. Upon receipt, NACIC will remove the individual from the deserter list and FBI National Crime Information Center Wanted Persons File. PERSUPPDET/Personnel Office will access the NSIPS Legal/Court Memorandum panels and complete action under the Court Action panel to remove the erroneous mark of desertion from the permanent service record.

4.06 DESERTERS IN HANDS OF CIVIL AUTHORITIES (IHCA). Per MILPERSMAN 1600-070, activities having knowledge of a deserter in the hands of civil authorities pending civil charges will notify NACIC immediately. NACIC will issue a military detainer and arrange escorts for pick up upon their return to military control. If the deserter is convicted and sentenced to confinement, NACIC will assign responsibility of the case to an area coordinator for review and appropriate action.

4.07 RETURNED ABSENTEES/DESERTERS. MILPERSMAN 1600-010/020/030, 1600-050 and 1600-070 provide guidance and specific reporting procedures required upon the return of absentees and deserters. The activity to which an individual is initially returned or delivered to military control, will report the individual's return. Parent Commands will follow procedures outlined in MILPERSMAN. PERSUPPDET/Personnel Office will access the NSIPS Legal/UA Report/UA Determination panels and complete appropriate blocks, and update status information as changes occur via NSIPS Transient Tracking Panels.

4.08 TECHNICAL ARREST ORDERS (TAOs). Technical Arrest Orders are issued to a member who returns to a command other than parent command, directing transfer from point of issuance to permanent duty station. An Official Endorsement to original funded orders will be issued if available, otherwise Standard Transfer Orders (STO) will be typed. This places the member in a technical arrest status to be transferred back to parent command. Determine the member's disposition and follow guidelines per MILPERSMAN 1600-010/1600-020/1600-030, 1600-050, or 1600-070. Maintain a separate file of TAOs, with Page 13, PRR, returned absentees/deserters message and other required documentation for two years.

4.09 "FAILED TO REPORT" ABSENTEES. Personnel under Permanent Change of Station (PCS)/TEM DU orders who fail to report must be researched and action taken per MILPERSMAN 1600-040, and EDVRMAN. Per ENLTRANSMAN, Chapter 23 and MILPERSMAN 1320-140, if a member has been transferred from parent command and is determined to be UA/deserter, documentation throughout the UA/deserter process becomes the responsibility of the gaining command to which member was directed to report.

a. PERSUPPDET/Personnel Office/NSIPS activities will:

(1) Verify Prospective Gain (PG) Report to determine if there are expired prospective gains.

(2) Research status of expired prospective gains to ensure absence is not a result of modification or cancellation of orders.

(3) Verify MAPMIS to determine status of orders, actual detach date if available, authorized delay in reporting, etc.

(4) Contact transferring command to verify status of member and obtain substantiating documentation as appropriate. Submit failed to report inquiry via message per EDVRMAN as necessary.

(a) If member is still onboard parent command and will detach at a later date, obtain copy of order modification. Annotate PG report until order modification reflects or member reports onboard.

(b) When it is determined that orders have been cancelled, obtain copy of cancellation documentation. Submit request to the NSIPS Administrator that member be purged from the PG report.

(c) When it is determined that a member has reported onboard, however, gain is pending or has not posted to NSIPS and or MAPMIS, take necessary action to ensure gain reflects. Submit request to the NSIPS System Administrator that member be purged from the PG report if member does not drop from the PG report once gain is posted.

4.10. Personnel under PCS/TEMDU orders who are determined to be in an Unauthorized Absence (UA) status, take action immediately per MILPERSMAN 1600-040, EDVRMAN, and NSIPS Help System.

a. Parent commands will follow procedures outlined in MILPERSMAN.

b. PERSUPPDET/Personnel Office will:

(1) Access the NSIPS Gain panels to create a "Failed to Report" Gain. Offices without NSIPS will make a "Failed to Report" Diary entry.

(2) Prepare NAVPERS 1070/613 Administrative Remarks.

(3) Open a skeleton service record and request duplicate service record from BUPERS (Pers-324).

(4) Access the NSIPS Legal panel and create a Record of Unauthorized Absence Report.

(5) Access the NSIPS Transient Tracking Panels to Set PLD and update status information as changes occur.

c. Parent commands and PERSUPPET/Personnel Office refer back to Declaration of Desertion part 4.01 of this section for personnel who fail to report after 30 days.

SAMPLE TRANSIENT TRACK (NSIPS PANELS FOR DESERTERS)

SCENARIO #1: Report of Declaration of Desertion, prepared by Parent Command is received.

NSIPS TRANSIENT TRACKING GENERAL PANEL:

ACC: 109	NACIC will effect change of ACC upon receipt of Report of Declaration of Desertion. Contact NACIC if ACC does not reflect.
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ACC EFFECTIVE DATE:	Entered by NACIC.
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TRANSIENT TRACKING CODE:	Enter appropriate code as applicable.
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PLANNED LOSS DATE:	Set at 122 days from the commencement of UA.
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NSIPS TRANSIENT TRACKING MISCELLANEOUS PANEL:

DECLARED DESERTER DATE: 10/02/2001	UA DATE: 09/01/2001
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REMARKS:	DECL DSTR (ENTER COMMAND AND DTG OF MESSAGE) MAIL RECORDS TO NACIC ON XXXXXX (ONE DAY PRIOR TO PLD).
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SCENARIO #2: Records of Deserter, mailed to NACIC.

NSIPS TRANSIENT TRACKING GENERAL PANEL:

PLANNED LOSS DATE:	Set at 182 days from commencement of UA.
--------------------	--

DATE RECORDS MAILED:	Enter date records mailed to NACIC.
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REMARKS:	RECORDS MAILED TO NACIC ON XXXXXX. (ON THE 181ST DAY OF UA. CONTACT NACIC IF MEMBER DOES NOT DROP OFF EDVR).
----------	--

SAMPLE TRANSIENT TRACK (NSIPS PANELS FOR DESERTERS)

SCENARIO #3: Declaration of Returned Deserter received by parent command.

NSIPS TRANSIENT TRACKING GENERAL PANEL:

ACC: 390 - For personnel in ACC 3XX or 105 prior to desertion. ACC: 100 - For personnel not in ACC: 3XX or 105 prior to desertion.	NACIC will effect change of ACC upon receipt of Report of Return from Desertion.
---	--

ACC EFFECTIVE DATE:	Entered by NACIC.
TRANSIENT TRACKING CODE:	Enter appropriate code as applicable.
PLANNED LOSS DATE:	Set at 60 days from the return of UA.
REMARKS:	RTN DSTR (ENTER COMMAND AND DTG OF MESSAGE) CONTACT NACIC IF ACC DOES NOT REFLECT.

SCENARIO #4: Message received from Transferring Command, verifying transfer of member and "Failed to Report" status for DUTY OR FOR TEMPORARY DUTY. Gain has been submitted.

NSIPS TRANSIENT TRACKING GENERAL PANEL:

ACC: 101 - DUTY ACC: 351 - TEMDU	Gain should reflect ACC.
PLANNED LOSS DATE:	Set at 32 days from report not later than date, specified in message from transferring command.
REMARKS:	DECL DSTR XXXXXX (ONE DAY PRIOR TO THE PLD).

Figure 4A-2

SECTION 5
FOR FURTHER ASSIGNMENT (FFA)/FOR FURTHER TRANSFER (FFT)

5.0 GENERAL. This section provides guidance on proper procedures for the administration of personnel on board FFA and FFT. Availability procedures for FFA personnel and transportation requests for FFT personnel are covered in detail.

5.01 PERSONNEL ON BOARD TEMDU FOR FURTHER ASSIGNMENT. All Naval commands are responsible for prompt and accurate submission of availability reports. The procedures outlined in ENLTRANSMAN, Chapter 18, provide the means by which the Navy can efficiently and expeditiously assign orders to transient personnel awaiting further assignment.

5.011 ACCOUNTING FOR PERSONNEL. Transient personnel awaiting further assignment are accounted for in ACC 320. Upon submission of an availability report, review the individual's status and determine whether the ACC should be changed to 320.

5.012 AVAILABILITY SUBMISSION. Specific attention is directed to the following:

a. Message Reporting. Refer to DMRSMAN, Section 15, for submission of Class "DZ" (utilize ONLY WHEN directed by the cognizant Availabilities Section). Class "F" (accession) reports are submitted in the format prescribed by ENLTRANSMAN, Chapter 18. Include items 1 through 9 on "DZ" availabilities and items 1 through 19 on "F" availabilities.

b. DMRS Reports. Submit reports (except Class "DZ" and "F") per the DMRSMAN.

c. NSIPS Reporting. Submit reports (except Class "DZ") using the NSIPS Availability Panel.

d. Enlisted Assignment Information System (EAIS). Submit Reports (except Class "DZ") per the EAIS Users Guide if given access to use EAIS.

e. Limited Duty and Pregnancy Reporting. Submit class "YH" (period of LIMDU not requiring NPC approval), "YI" (period of

EPMACINST 5000.3D

LIMDU approved by NPC), and "DP" (pregnant member) via email to EP48AV@epmac.nola.navy.mil (Ref: EPMAC New Orleans msg DTG 240601Z APR 01).

(1) The remarks on all "YH" and "YI" availabilities must contain a layman's description and International Classification of Diseases (ICD-9 Code) of the individual's physical condition, limitations, geographical limitations and the number of months LIMDU specified in medical board, LIMDU PRD, and family members location, if applicable. For overseas locations include in remarks, whether local treatment facilities can provide adequate medical care.

(2) The remarks on all "DP" availabilities must contain date member will reach 20th week of pregnancy and estimated delivery date.

f. Retain Files. Maintain separate files of messages, emails, availability reports, tracer actions, daily NSIPS Availability Submission Reports, and Availability ADTAKE Tracking Reports as determined locally.

g. Availability Corrections. An availability report cannot be modified after it has been processed/posted. Any correction to the report requires cancellation of the initial availability and re-submission of the complete availability. Numerous availabilities received by COMNAVPERSCOM (PERS-40GG), EPMAC (EP48), and NRPC (N41) are incorrect or have insufficient data, which lead to unnecessary delays in processing. Common errors are:

(1) Incorrect rate, name or SSN - Verify this information against the enlistment contract and EDVR/NSIPS.

(2) Insufficient data - Ensure required information is indicated. Refer to ENLTRANSMAN, Chapter 18, for examples.

(3) Availability submitted to the inappropriate Assignment Control Authority (ACA), incorrect code, or by an incorrect method.

h. Availability Cancellations. Reference the original report, and provide full identification of the individual and reason for cancellation.

5.013 AVAILABILITY TRACKING PROCEDURES (Tracer Action).

a. Message/DMRS reporting. Initiate tracer action per ENLTRANSMAN, Chapter 18, if orders are not received within 15 working days and 10 days thereafter. Include availability information, items 1 through 9 on all tracer reports. Submit tracer action to COMNAVPERSCOM (PERS-40GG), EPMAC (Code 48) or NRPC (Code 41). Include TRANSMONUNIT NEW ORLEANS LA, as an information addressee. If orders are not received within 30 days, submit separate message to ACA and PERS-40GG requesting status. Figure 5A provides a sample.

b. NSIPS reporting. Availability processing production reports will be printed daily. These reports include the Availability Feedback and Availability ADTAK Tracking, Availability Feedback and Availability Verification (Recruit Training Command (RTC) only), Status Verification Listing, the Statistical Summary Report, and the Transfer and Arrival Draft Listings. These reports are to be used as management tools for tracking Availabilities.

c. Tracer action. Prior to submission of any tracer action, verify status of availability if properly posted on EAIS. Tracer action will have no effect if the initial Availability has not posted in MAPMIS. Contact TMU (DSN: 678-1602/COMM 504-678-1602) for assistance if unable to verify/determine status of Availability.

5.014 DISPOSITION UPON RECEIPT OF ORDERS. When orders are received, use Appendix A (ACC DECISION LOGIC TABLE) as a guide to determine proper accountability and comply with MILPERSMAN 1326-010.

5.02 PERSONNEL ON BOARD TEMDU FOR FURTHER TRANSFER. Personnel are received in an FFT status in one of the following ways:

a. The member reports to the homeport of a deployed unit or designated Aerial Point of Embarkation (APOE) for onward transportation.

b. The member was a prior FFA and anticipated transfer would exceed seven days but less than 30 days due to required screenings.

c. Transfer directed in a subsequent month.

d. One exception, submariners on board in a FFT status will transfer as directed by the Squadron/Group.

5.021 ACCOUNTING FOR PERSONNEL. Personnel on board FFT will be accounted for in ACC 330. Comply with MILPERSMAN 1326-010.

5.022 DISPOSITION OF FFT PERSONNEL. PERSUPPDET/Personnel Office will:

a. Submit a Passenger Reservation Request (PRR), if required, by the next working day following receipt per MILPERSMAN 1326-010 for those personnel who report FFT to mobile units. If the Port Call directs transfer, effect the transfer.

b. Retain personnel in ACC 330 requiring additional screenings who will transfer within thirty days or the ultimate duty station has directed their retention or orders are received for transfer in a subsequent month.

c. Change ACC to 350 for personnel requiring additional screenings (i.e., sea duty, overseas, medical evaluations, security clearance, etc.) and the estimated completion of these actions is more than 30 days.

d. Access the NSIPS Transient Tracking Panels to change ACC and enter determined effective date as appropriate.

e. Use Appendix A (ACC DECISION LOGIC TABLE) as a guide to determine proper accountability. Figure 5B provides samples of information concerning specific ACC with the PLD and remarks on the NSIPS TMTR.

SAMPLE OF THIRTY-DAY TRACER ACTION MESSAGE

FM: PERSUPPDET _____//
 TO: APPROPRIATE ACA/PERS-40GG, EPMAC (EP47) OR NRPC (N41)//
 INFO: TRANSMONUNIT NEW ORLEANS LA//TMU//
 AND ANY INFORMATION ADDEE

UNCLAS//NO 1306//
 MSGID/GENADMIN/(ORIGINATOR)//
 SUBJ/AVAIL TRACER ACTION ICO GMGSN PAUL JONES, USN, 111-22-3333//
 REF/A/RMG/PERSUPPDET XXXXXXZXXX01//
 REF/B/RMG/PERSUPPDET XXXXXXZXXX01//
 NARR/REF A IS ORIG AVAIL SUBMISSION. REF B IS INITIAL TRACER ACTION//
 RMKS/1. REQ ADVISE STATUS OF REFS A AND B. PHONCON WITH TMU (XXXXXX)
 INDICATES AVAIL VALID BUT ORDS NEITHER ISSUED NOR RECVD.//

Note:

1. All tracer action messages must be addressed to appropriate ACA and PERS-40GG.

Figure 5A

SAMPLE TRANSIENT TRACKING (NSIPS PANELS FOR FFA)
NSIPS TRANSIENT TRACKING GENERAL PANEL

Scenario #1: Received for further assignment pending availability processing for LIMDU orders. Submit an availability report via email to EPMAC Code-48.

ACC: 320	Gain should reflect ACC.
ACC EFFECTIVE DATE:	Gain should reflect effective date.
PLANNED LOSS DATE:	Set at 16 working days from date of availability submission.
REMARKS:	RPTD ONBD WITH MEDBD FOR XMOS LIMDU, YH AVAIL SUB XXXXXX. SUB TRACER ACTION XXXXXX. (15 working days from date of receipt and or date of availability submission.)

Scenario #2: Received pending medical board processing. Gained in ACC 355 at TPU San Diego. One week later, Medical board is received for 8 months LIMDU period, NPC approval not required. Change members ACC and submit an availability report via email to EPMAC Code-48.

ACC 320	Change ACC upon receipt of medical board.
ACC EFFECTIVE DATE:	Enter date medical board received.
PLANNED LOSS DATE:	Set at 16 working days from date of availability submission.
REMARKS:	PREV ACC 355, MEDBD RCVD XXXXXX FOR 8 MOS LIMDU. YH AVAIL SUB XXXXXX. SUB TRACER ACTION XXXXXX. (15 working days from date availability submitted.)

Scenario #3: Onboard in ACC 355, awaiting medical board processing. One week later, found fit for duty. FFD Medical board received and operational screening completed.

ACC 320	Change ACC upon receipt operational screening suitability package.
ACC EFFECTIVE DATE:	Enter date received operational screening.
PLANNED LOSS DATE:	Set at 16 working days from date of availability submission.
REMARKS:	FFD XXXXXX, YJ AVAIL SUB XXXXXX. SUB TRACER ACTION XXXX. (15 working days from date availability submitted.)

Figure 5B-1

SAMPLE TRANSIENT TRACKING (NSIPS PANELS FOR FFA)
NSIPS TRANSIENT TRACKING GENERAL PANEL

Scenario #4: Dropped from training to be transferred to the fleet as an undesignated striker or reclassified. Received for or Status Changed to TEMDU FFA.

ACC 320	Change ACC upon receipt of document from school command confirming availability action.
ACC EFF DATE:	Enter date member was dropped.
PLANNED LOSS DATE:	Set at 16 working days from date of availability submission.
REMARKS:	DROPPED FROM TRAINING XXXXXX XX AVAIL SUB XXXXXX. SUB TRACER ACTION XXXXXX. (15 working days from date availability submitted.)

Scenario #5: Availability Submitted, however orders have not been received. Tracer action required.

PLANNED LOSS DATE:	Set at 11 working days from date of availability submission.
REMARKS: Scenario 1	RPTD ONBD WITH MEDBD FOR XMOS LIMDU, YH AVAIL SUB XXXXXX. TRACER ACTION SUB XXXXXX. NXT TRACER XXXXX (11 working days from date of receipt and or date of availability submission.)
REMARKS: Scenario 2	PREV ACC 355, MEDBD RCVD XXXXXX FOR 8 MOS LIMDU. YH AVAIL SUB XXXXXX. TRACER ACTION XXXXXX. NXT TRACER XXXXXX (11 working days from date availability submitted.)
REMARKS: Scenario 3	FFD XXXXXX, YJ AVAIL SUB XXXXXX. SUB TRACER ACTION XXXXXX. (11 working days from date availability submitted.)
REMARKS: Scenario 4	DROPPED FROM TRAINING XXXXXX XX AVAIL SUB XXXXXX. TRACER ACTION SUB XXXXXX. NXT TRACER XXXXXX (11 working days from date availability submitted.)

Note: Refer to paragraph 5.013 of this section if orders not received within 30 days of initial availability report.

**SAMPLE TRANSIENT TRACKING (NSIPS PANELS FOR FFT)
NSIPS TRANSIENT TRACKING GENERAL PANEL**

Scenario #1: Orders received and transfer is anticipated in next seven calendar days.

PLANNED LOSS DATE:	Set at 8 days following date receipt of orders.
REMARKS:	ORDERS RCVD, TRANSFER DATE XXXXXX.

Scenario #2: Orders received directing transfer for subsequent month due to non-availability of berthing space.

ACC 320	Change ACC once it is determined that member will not TRF within 7 working days.
ACC EFFECTIVE DATE:	Enter date determination made.
PLANNED LOSS DATE:	Set at 1 day following anticipated transfer date.
REMARKS:	PREV 320, ORDERS RCVD XXXXXX, TRF DIR IN SUBSEQUENT MONTH. EST TRF DATE XXXXXX.

Scenario #3 Orders received, member on hold for further PCS suitability screening longer than 7 days.

PLANNED LOSS DATE:	Set at 31 days from duty status date.
REMARKS:	PREV 320, ORDERS RCVD XXXXXX, ON HOLD FOR PCS XXXXXXXX XXXXXXXX SCREENING. EST TRF DATE XXXXXX.

Scenario #4: Received onboard temporary duty for further transfer.

ACC: 320	Gain should reflect ACC.
ACC EFFECTIVE DATE:	Gain should reflect effective date.
PLANNED LOSS DATE:	Set at 1 working day following anticipated transfer date of availability submission.
REMARKS:	FFT UIC XXXXX, PRR SUB XXXXXX EST TRF DATE: XXXXXX.
REMARKS:	FFT UIC XXXXX, PRR SUB XXXXXX. HOLD UNTIL UNIT RETURNS (REF: XXXXXXXZXX01) EST TRF DATE: XXXXXX.

SECTION 6
RECRUIT/NAVY VETERAN (NAVET)/STUDENT ADMINISTRATION

6.0 GENERAL. This section provides guidance for the proper personnel administration of Recruits/Apprenticeship Training, Navy Veterans (NAVETS) and Student personnel.

6.01 RECRUIT TRAINING. Recruit Training Command (RTC), Great Lakes, receives newly inducted personnel for initial military training. Due to the unique nature of recruit training, special accounting and tracking procedures apply.

6.011 RECRUIT ACCOUNTING. Recruits are accounted for in ACC 340 with the following exceptions:

- a. Personnel sent Home Awaiting Orders (HAO ACC 381).
- b. Personnel sent home on Admin Leave (ADMIN LV ACC 382).
- c. Personnel In Hands of Civil Authorities (IHCA ACC 392).
- d. Personnel sent on Appellate Leave (APP LV ACC 393).
- e. Personnel Awaiting NROTC Recall (ACC 350).

6.012 RECRUIT TRACKING PROCEDURES. Tracking of recruit personnel requires a special interface between the RTC and the PERSUPPDET. In support of that relationship, attention is directed to the following:

- a. The RTC will:

(1) Monitor, track and expeditiously remove individuals from the transient pipeline. Personnel placed on medical hold more than 30 days should be referred for medical evaluation and medical board action initiation if necessary, otherwise, member will be returned to full duty.

(2) Review weekly the TMTR listing of all personnel in ACC 340 who have been on board greater than 12 weeks. This report identifies personnel delayed in the recruit training

pipeline. Advise PERSUPPDET where disparities exist and provide justification explaining why members are on board greater than 12 weeks.

(3) Compare personnel on board more than 12 weeks, listed on the RTC EDVR with those listed on the TMTR. Determine if the EDVR lists personnel on board not reflected on the TMTR. Note disparities and report them to the PERSUPPDET and request status of member.

b. The PERSUPPDET will:

(1) Verify a recruit reported for each record listed on the TMTR.

(a) Verify the status to ensure timely removal from the transient pipeline by either graduation from recruit training or separation from the Naval Service.

(b) For an erroneous record, which involves an individual who did not report on board, take corrective action. If an erroneous record appears in MAPMIS or NSIPS database, submit a request to COMNAVPERSCOM (PERS-312G) to purge the record.

(c) During the verification process, records may be identified that contain an incorrect date received in MAPMIS, but NSIPS contains the correct date.

(2) Change the status for personnel HAO to ACC 381 by creating and submitting a Transient Tracking event under Transient General Panel. Refer to TPAMAN, Section 9, for specific instructions.

(3) Change the status for personnel sent on ADMIN LV to ACC 382 by creating and submitting a Transient Tracking event under Transient General Panel. Refer to TPAMAN, Section 9, for specific instructions.

(4) Change the status for personnel IHCA to ACC 392 by creating and submitting a Transient Tracking event under

Transient General Panel. Refer to TPAMAN, Section 10, for specific instructions.

(5) Change the status for personnel sent on Voluntary APP LV to ACC 393 by creating and submitting a Transient Tracking event under Transient General panel. Refer to TPAMAN, Section 10, for specific instructions.

(6) Retain in ACC 340, personnel who are medically evaluated and placed on LIMDU. Refer to TPAMAN, Section 3, for specific instructions.

(7) At the discretion of the Officer in Charge (OIC), personnel in ACC 340 may be gained to the Transient-Tracking File (TTF). TMU recommends any individual in ACC 340 more than 12 weeks, be gained to the TTF by creating NSIPS events under Transient Tracking General Panel (enter Transient Tracking Code (TTC), TTC effective date, Planned Loss Date and Remarks).

6.02 NAVY VETERAN (NAVET). NAVETS are personnel who have a break in service greater than 24 hours and will be accounted for in ACC 320. Submit Class "F" availability report upon creation of MAPMIS record to reduce delay in subsequent transfer.

6.03 STUDENT ADMINISTRATION. For personnel on board Temporary Duty Under Instruction (TEMDUINS ACC 341)/Duty Under Instruction (DUINS ACC 342), the following is provided as specific guidelines for student administration.

6.031 STUDENT ACCOUNTING. School commands and servicing PERSUPPDETs will follow these procedures to reduce delays in the student pipelines:

a. Awaiting Instruction. Account for personnel awaiting instruction in ACC 341 or 342. Avoid unnecessary delays and assign personnel in the first available course. Personnel performing general duties (i.e., food service, security duties, etc.) will not miss their class convening or transfer dates as a result of general duties.

b. Under Instruction. Account for personnel under instruction in ACC 341 or 342. If personnel are medically evaluated and medical board dictated, but the medical condition does not prevent continued training, track per TPAMAN, Section 3. Do not change the ACC.

c. Interrupted from Instruction. Do not change the ACC for personnel interrupted from instruction. Personnel must remain in training whenever feasible. For instance, students will not normally be interrupted from instruction to await NJP for minor disciplinary infractions, which would not automatically result in disenrollment.

d. Use Appendix A (ACC Decision Logic Table) as a guide to determine proper accountability and Figure 6A provides samples of information concerning specific ACC with the PLD and remarks on the TMTR.

6.032 STUDENT ATTRITION. Upon disenrollment from training, the following procedures will be adhered to:

a. Students will not be removed from training based upon the recommendation of the Academic Review Board (ARB). This board is a recommending body only. Approval/disapproval remains with the Commanding Officer or their designee.

b. The action of each ARB shall be documented on the Academic Review Board Record or appropriate record. If disenrollment is approved, the Student Permanent Drop Record (SPDR) or appropriate record will be completed. The date of the Commanding Officer's or their designee's signature establishes the administrative date of disenrollment. For Chief of Naval Education and Training (CNET) activities, the elapsed time from the date of the review board to the date disenrollment approved should be the next working day. For Naval Health Science Education and Training Commands, the elapsed time from date of the review board to the date disenrollment approved should not exceed three days.

c. Individuals should hand carry the drop package through

the disenrollment process to ensure appropriate signatures are obtained on all copies of the SPDR to avoid any unnecessary routing delays.

d. Transfer students disenrolled from any Nuclear Power Training immediately to the appropriate TPU/Others account per ENLTRANSMAN Chapter 18.

e. Academic attrites must be reclassified expeditiously. Academic attrites will report to the Classifier on the date of disenrollment. The Classifier will document on the SPDR the date the individual reported for their interview and the date reclassification was completed. The Classifier will retain a copy of the SPDR. The elapsed time from the date the individual reports to the classifier to the date reclassification completed should not exceed the next working day.

f. Attrites recommended for assignment to general detail during the reinterview will be made available for transfer on that date. PERSUPPDETs should document the date disenrollment information is received.

g. Attrites who do not require re-interview will be made available for general detail on the date of disenrollment. PERSUPPDETs should document the date disenrollment information is received for availability processing.

h. Reports of non-completion of required training and requests to modify orders for personnel previously ordered to an ultimate assignment should be forwarded to the ACA on the date the member is disenrolled. When applicable, submit rating conversion requests to COMNAVPERSCOM on date disenrolled. Retain copies of order modification and rating conversion requests with the drop record.

i. Student Control Offices must advise the PERSUPPDET of disciplinary or medical drops upon occurrence to allow for submission of ACC changes. Immediately upon completion of disciplinary action, refer these personnel to the PERSUPPDET for availability processing. Track personnel dropped or held for

medical reasons to ensure timely completion of medical board processing or return to full duty. Additionally, advise PERSUPPDET of subsequent status weekly.

6.033 RECORD KEEPING. Student Control will retain the entire drop package, which includes the training record, ARB record, SPDR, and other documents generated during training. Maintain these files separately for two years from other records.

6.04 AVAILABILITY SUBMISSION AND TRACKING PROCEDURES: Refer to Section 5, Articles 5.012 and 5.013 of this manual.

6.041 STUDENT AVAILABILITY REPORT. Availability report for students must be submitted as follows:

a. No later than eight weeks prior to graduation for courses of instruction greater than eight weeks in length.

b. During the first week of instruction for courses of eight weeks or less.

c. For self-paced courses, submit availabilities eight weeks prior to graduation based on the average completion time for the course.

6.042 AVAILABILITY TRACKING PROCEDURES (Tracer Action).

a. Message/DMRS reporting. Initiate tracer action per ENLTRANSMAN, Chapter 18, if orders are not received within 15 days of submission for immediate (NAVET) availabilities or two (2) weeks prior to graduation for student availabilities. Initiate subsequent tracer action 10 days thereafter. Include availability information, items 1 through 9 on all tracer reports. Submit tracer action to COMNAVPERSCOM (PERS-40GG), EPMAC (EP48) or NRPC (N41). Include TRANSMONUNIT, NEW ORLEANS, LA as an information addressee. If orders for NAVET personnel are not received within 30 days, submit separate message to ACA requesting status.

b. NSIPS reporting. Initiate tracer action per daily report "AVAILS REQUIRING TRACER ACTION."

NSIPS TRANSIENT MONITORING TRACKING REPORT
SCENARIO/ACC/PLD/REMARKS INFORMATION

NOTE: The following remarks are recommended to update the Transient Tracking General Panel for personnel gained in ACC 34X.

Scenario #1: Received TEMDU to attend Recruit Training

ACC	340
PLANNED LOSS DATE	Set at 1 day following estimated date of graduation.
REMARKS	EST GRAD DATE: XXXXXXXX.

Scenario #2: Received TEMDU UNDER INSTRUCTION (Less than 20 Weeks)

ACC	341
PLANNED LOSS DATE	Set at 1 day following estimated date of graduation.
REMARKS	EST GRAD DATE: XXXXXXXX.

Scenario #3: Received DUINS (DUTY UNDER INSTRUCTION - 20 Weeks or more)

ACC	342
PLANNED LOSS DATE	Set at 1 day following estimated date of graduation.
REMARKS	EST GRAD DATE: XXXXXXXX.

Scenario #4: Student is interrupted or set back in training and issued new graduation date

ACC	34/342
PLANNED LOSS DATE	Set at 1 day after new anticipated graduation date.
REMARKS	INTERRUP OR SET BACK, EST GRAD DATES: XXXXXXXX.

SECTION 7
PERSONNEL PENDING RESULTS OF A MEDICAL BOARD

7.0 GENERAL. This section outlines procedures for the proper reporting and administration of personnel pending results of a medical board. Basic responsibilities of the parent command, Naval Medical Center (NMC)/Naval Hospital (NAVHOSP)/Military Treatment Facility (MTF), and the servicing PERSUPPDET/Personnel Office are discussed. These directives place the primary administrative responsibility with the PERSUPPDET/Personnel Office holding the individual's service record.

7.01 ACCOUNTING FOR PERSONNEL. Procedures contained within this section cover personnel in ACC 355 and personnel in other ACCs awaiting completion of a medical board (i.e., FORDU-ACC 100, FORDU TEMAC-ACC 103, AND FORDU LIMDU-ACC 105). Only those personnel in a TEMDU status and/or personnel transferred TEMDU to the TPU/Others account awaiting an outpatient medical board as authorized by ENLTRANSMAN, Chapter 17, will be accounted for in ACC 355, and only when notification is received of a pending medical board. ACC changes from 1XX to 355 are strictly prohibited.

7.02 MEDICAL BOARD PROCESSING/DISPOSITION. The MTF will notify the individual's parent command by message when a medical board is convened. The processing time for all medical boards from date of dictation to the date of signature by the Convening Authority (CA) will not exceed 20 calendar days. No medical board will exceed 30 calendar days from the dictation of the medical board report to the time the completed package is mailed. This includes the time it takes to obtain accompanying documentation such as Line of Duty Investigation (LODI) and Line of Duty Determination (LODD) reports or copies of clinical records. Disposition of medical boards are as follows:

a. For enlisted personnel, the MTF may locally authorize an initial period of Temporary Limited Duty (TLD) that totals up to 8 months if the individual has no objections. If the individual rebuts, the medical board must be forwarded to PERS-821 for Departmental Review.

b. For enlisted personnel where the medical board recommends an initial period of TLD greater than 8 months or the total TLD will exceed 8 months, the MTF will forward the medical board for Departmental Review automatically.

c. For an officer recommended for a TLD period, whatever the length, the MTF will forward the medical board for Departmental Review.

d. The MTF will forward cases directly to Physical Evaluation Board (PEB) where the individual's permanent fitness for duty is in question.

e. Per MANMED, Chapter 18, the MTF will convene a medical board when any physician, trained and certified to be a member of a medical board, determines that the member:

(1) Has a condition that may permanently interfere with their ability to fulfill the purpose of service on active duty.

(2) Is temporarily unable to perform full duty, but return to full duty is anticipated, and it is necessary to follow the patient for more than 30 days before final disposition is made, i.e., TLD boards.

(3) Who through continued military service would probably result in extended hospitalization or other close medical supervision, or be likely to aggravate an existing condition.

(4) Has a condition that includes the presence of mental incompetence such as incapability to manage personal and/or financial affairs.

(5) Requires permanent assignment limitations, (i.e., specific geographic assignment, etc.).

(6) Suffers significant illness or injury that may impact on future service, although the member may now appear physically qualified for full duty.

(7) Refuses reasonable medical, dental, or surgical treatment, and their ability to perform full duty may be suspect.

(8) Is an inactive reservist with an injury or illness incurred in or aggravated during a period of active service and the period of required treatment, rehabilitation, or convalescence is expected to exceed 12 weeks.

(9) Requires extensive or prolonged therapy.

7.03 DEPARTMENTAL REVIEW PROCESS. The Departmental Review Process is an administrative examination of the recommended disposition of the medical board report conducted at PERS-821 for active duty Navy personnel. This review is based on the clinical presentation with additional information submitted by the active duty member and other involved parties. This review may approve the recommended disposition or forward the case to PEB. If the case is forwarded to PEB, a message notification will be sent to all concerned by PERS-821.

7.04 PHYSICAL EVALUATION BOARD PROCESS. The mission of the PEB is to afford personnel their rights to a full and fair hearing; protect the interest of the government; maintain a fit military force; and appropriately compensate for those injuries/diseases incurred or aggravated while entitled to basic pay. Personnel in this status are evaluated by PEB to determine their fitness to perform the duties of their office, grade, rank or rating. Inability to perform these duties in every geographic location and under any conceivable circumstance or failure to qualify for special duty will not be the sole basis for findings of unfit. Personnel will not be found unfit if they can be expected to perform in an assignment appropriate to their grade, qualifications and experience. Personnel who continue to perform the normal duties of their office, rank, grade or rating until commencing processing for non-disability retirement or separation, shall be presumed as fit for duty.

a. When a medical board is received, PEB will convene a Record Review Panel to:

(1) Evaluate fitness for duty.

(2) Determine entitlement to benefits.

(3) Decide percentage of disability per Veterans Administration's Schedule for Rating Disability.

(4) Assign VA code(s).

(5) Assign a disposition code.

- (6) Consider a Line of Duty Determination.
- (7) Make a combat related determination.
- (8) Promulgate the preliminary findings letter.

b. Upon receipt of the preliminary findings from PEB, the Physical Evaluation Board Liaison Officer (PEBLO) will counsel the individual regarding the following options:

(1) If preliminary findings are **unfit for duty**, a member may:

- (a) Unconditionally accept the preliminary findings.
- (b) Conditionally accept preliminary findings.
- (c) Rebut the preliminary findings and request a formal hearing.

(2) If preliminary findings are **fit for duty** they may:

- (a) Unconditionally accept the preliminary findings.
- (b) Rebut the preliminary findings and request reconsideration.
- (c) Rebut the preliminary findings and request a formal hearing. If the request for formal hearing is denied, the process ends.

c. An individual found unfit for duty who unconditionally accepts the findings and is awaiting final action on the case from the Secretary of the Navy, may request to be placed in a home-awaiting-orders status. The member's request must be approved by the Commanding Officer. It is not mandatory that the member be placed in this status and might be expedient and proper to retain the individual awaiting final action.

d. Personnel requesting formal hearings will be issued Temporary Additional Duty (TEMADD) orders by their parent command, to appear in person with counsel, before the board at

either the National Naval Medical Center, Bethesda or the Naval Medical Center, San Diego. Upon completion of the formal hearing, a member may:

(1) Unconditionally accept the findings of the formal hearing,

(2) Conditionally accept the findings of the formal hearing, or

(3) Petition the Director, Naval Council of Personnel Boards (DIRNCPB) for relief of final action.

e. Upon finalization, the individual's name is sent to NPC for discharge within 10 working days in CONUS and 15 working days outside CONUS. If the individual is still dissatisfied, they may submit a final appeal to the Board for Correction of Naval Records.

7.05 PERSONNEL AT NON-NAVAL MILITARY MEDICAL FACILITIES AWAITING LOCAL MEDICAL BOARD ACTION/DEPARTMENTAL REVIEW OR PEB. The ACC will not be changed from ACC 373 to ACC 355 for personnel assigned to Non-Naval Military Medical facilities who are/were inpatients and/or are receiving specialized treatment in an outpatient status and pending a local medical board/Departmental Review/PEB action. These individuals remain assigned to the Non-Naval Military Medical facility. It is the responsibility of the cognizant Naval medical facility to track the timeliness and submission of board action and advise the servicing PERSUPPDET.

7.06 TRACER ACTION PROCEDURES. PERSUPPDET/Personnel Office responsibilities:

a. For Personnel Awaiting Results of Local Medical Board: Submit via message a weekly status request listing all personnel who reported onboard without a copy of the Medical Board. Weekly status request must be submitted to the Medical Treatment Facility (MTF), with information copy to PERS-821, BUMED Code 311, and TRANSMONUNIT. Personnel will remain on the weekly status request until a copy of the medical board is received onboard. Figure 7A provides a sample message.

b. For Personnel Awaiting Results of Departmental Review: Submit via message a weekly status request listing all personnel whose Medical Board has been forwarded for Departmental Review and results are not received onboard. Weekly status request must be submitted to PERS-821 with information copy to the MTF, BUMED Code 311 and TRANSMONUNIT. Personnel will remain on the weekly status request until the results of Departmental Review is received onboard. Figure 7B provides a sample message.

c. For Personnel Awaiting PEB Proceedings: Submit via message a monthly status request listing all personnel whose Medical Board has been referred to the Physical Evaluation Board (PEB) and findings are not received onboard. Monthly status request must be submitted no later than the first week of the month to the Physical Evaluation Board Liaison Officer (PEBLO) at the MTF where the medical board was originated with information copy to the Director, Naval Council of Personnel Boards (DIRNCPB), PERS-821, BUMED Code 311, and TRANSMONUNIT. Personnel will remain on the monthly status request until the results of PEB proceedings are received onboard. Figure 7C provides a sample message.

d. For Personnel Awaiting Final Action on PEB Findings: Submit via message a weekly status request listing all personnel who unconditionally accepted preliminary PEB findings and Final Action is not received onboard. Weekly status request must be submitted to PERS-821 with information copy to TRANSMONUNIT. Personnel will remain on the weekly status request until Final Action on PEB findings are received onboard. Figure 7D provides a sample message.

e. Use Appendix A (ACC DECISION LOGIC TABLE) as a guide to determine proper accountability.

SAMPLE MESSAGE OF REQUEST FOR COPY OF MEDICAL BOARD

FM SERVICING PERSUPPDET//OIC//
TO APPROPRIATE MTF//PAO//
INFO COMNAVPERSCOM MILLINGTON TN//PERS-821//
 BUMED WASHINGTON DC//MED-311//
 TRANSMONUNIT NEW ORLEANS LA//TMU//
UNCLAS//N06100//
MSGID/GENADMIN//
SUBJ/LOCAL MEDICAL BOARDS//
REF/A/DOC/EPMACINST 5000.3D/-//
REF/B/DOC/NAVPERS 15909G/-//
NARR/REF A IS TPAMAN CHAPTER 7 AND REF B IS ENLTRANSMAN CHAPTER
17//
POC/A J SAILOR/PN1/DSN 222 -2222/COMM 222-222-2222//
RMKS/1. PER REFS A AND B, REQ FORWARD COPY OF MEDBD ON FOL PERS:

NAME	SSN	UIC
------	-----	-----

EPMACINST 5000.3D

SAMPLE MESSAGE OF REQUEST FOR STATUS OF DEPARTMENTAL REVIEW

FM SERVICING PERSUPPDET//OIC//
TO COMNAVPERSCOM MILLINGTON TN//PERS-821//
INFO APPROPRIATE MTF//PAO//
 BUMED WASHINGTON DC//MED-311//
 TRANSMONUNIT NEW ORLEANS LA//TMU//
UNCLAS//N06100//
MSGID/GENADMIN//
SUBJ/LOCAL MEDICAL BOARDS//
REF/A/DOC/EPMACINST 5000.3D/-//
REF/B/DOC/NAVPERS 15909G/-//
NARR/REF A IS TPAMAN CHAPTER 7 AND REF B IS ENLTRANSMAN CHAPTER
17//
POC/A J SAILOR/PN1/DSN 222 -2222/COMM 222-222-2222//
RMKS/1. PER REFS A AND B, REQ STATUS OF DEPT REVIEW ON FOL PERS:

NAME	SSN	UIC
------	-----	-----

Figure 7B

**SAMPLE MESSAGE OF REQUEST FOR STATUS OF PHYSICAL EVALUATION BOARD
PROCEEDINGS**

FM SERVICING PERSUPPDET//OIC//
TO APPROPRIATE MTF//PEBLO//
INFO DIRNCPB WASHINGTON DC/JJJ//
 COMNAVPERSCOM MILLINGTON TN//PERS-821//
 BUMED WASHINGTON DC//MED-311//
 TRANSMONUNIT NEW ORLEANS LA//TMU//
UNCLAS//NO6100//
MSGID/GENADMIN//
SUBJ/PHYSICAL EVALUATION BOARD//
REF/A/DOC/EPMACINST 5000.3D/-//
REF/B/DOC/NAVPERS 15909G/-//
NARR/REF A IS TPAMAN CHAPTER 7 AND REF B IS ENLTRANSMAN CHAPTER
17//
POC/A J SAILOR/PN1/DSN 222 -2222/COMM 222-222-2222//
RMKS/1. PER REFS A AND B, REQ STATUS OF PEB PROCEEDINGS ON FOL
PERS:

NAME	SSN	UIC
------	-----	-----

EPMACINST 5000.3D

**SAMPLE MESSAGE OF REQUEST IF FINAL ACTION ON PRELIMINARY PEB
FINDINGS ARE NOT RECEIVED**

FM SERVICING PERSUPPDET//OIC//
TO COMNAVPERSCOM MILLINGTON TN//PERS-821//
INFO TRANSMONUNIT NEW ORLEANS LA//TMU//
UNCLAS//NO6100//
MSGID/GENADMIN//
SUBJ/FINAL ACTION ON PHYSICAL EVALUATION BOARD//
REF/A/DOC/EPMACINST 5000.3D/-//
REF/B/DOC/NAVPERS 15909G/-//
NARR/REF A IS TPAMAN CHAPTER 7 AND REF B IS ENLTRANSMAN CHAPTER
17//
POC/A J SAILOR/PN1/DSN 222 -2222/COMM 222-222-2222//
RMKS/1. PER REFS A AND B, REQ STATUS OF FINAL ACTION ON PEB
PROCEEDINGS FOR FOL PERS:

NAME	SSN	UIC
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SECTION 8
HOSPITALIZATION OF NAVY PERSONNEL

8.0 GENERAL. This section provides guidance and procedures for the administration of personnel hospitalized TEMDU at Naval, Non-Military and Non-Naval Medical Treatment Facilities (MTF). Basic responsibilities of the Patient Affairs Office (PAO)/Medical Holding Company (MHC) and their interface with the servicing PERSUPPDET are discussed.

8.01 HOSPITALIZATION IN A NAVAL MTF. The PAO is responsible for accounting and tracking of all hospitalized personnel. Personnel are admitted as in-patients to the MTF, or as outpatients to the MHC. MHCs are extended minimum-care facilities where active duty enlisted patients whose condition is such that they cannot return to full duty, are employed commensurate with their physical condition while completing medical treatment or medical board proceedings.

8.011 ACCOUNTING FOR PERSONNEL. Personnel under treatment are attached to the Patient/MHC account and accounted for as follows:

a. All officers will be detailed to the MTF by NPC upon receipt of the "Officer Hospitalization Report."

b. Enlisted personnel will be accounted for in ACC 370 in the MTF or ACC 371/355 in the MHC.

8.012 STATUS CHANGE CRITERIA. Procedures for status changes of enlisted personnel are contained in ENLTRANSMAN, Chapter 17. Procedures for officers are defined in MILPERSMAN 1301-010 and SECNAVINST 1850.4. Specific attention is invited to the following:

a. An individual's commanding officer has the option of changing duty status of a member from TEMADD to TEMDU for enlisted personnel serving on sea duty (Type 2 or 4) and whose period of hospitalization exceeds 30 days.

b. Enlisted personnel serving on sea duty (Type 2 or 4) whose period of hospitalization is expected to be more than 60 days, or whose ship/unit is scheduled to depart the area for a

deployment of more than 60 days, will be transferred and assigned to the MTF/MHC in a TEMDU status.

c. Enlisted personnel serving on shore duty (Type 1, 3, or 6), whose period of hospitalization is expected to be more than 91 days, will be transferred and assigned to the MTF/MHC in a TEMDU status. This includes all personnel serving ashore for DUTY, DUINS, TEMDU, and TEMDUINS.

d. Personnel receiving hazardous duty or dive pay and are hospitalized as a result of injury during the performance of such duty, will remain in TEMADD status unless:

(1) Treatment is completed and they return to a permanent duty station.

(2) Found unfit for duty by appropriate medical authority.

(3) Three calendar months elapse, as defined by DODFMR.

e. Enlisted personnel serving on shore duty (type 1, 3, or 6) ordered TEMADD for psychiatric evaluation or treatment with the determination by the treating psychiatrist that return to the parent command would aggravate their condition will be transferred TEMDU to the MTF/MHC regardless of the location of the parent command.

f. Enlisted personnel serving on shore duty (type 1, 3, or 6) that require extensive outpatient treatment for which commuting from the parent command would create undue hardship may be transferred in a TEMDU status to MTF/MHC.

g. An "Officer Hospitalization Report" (Report Control Symbol BUPERS 1301-13) will be submitted by the officer's parent command to PERS-821, the officer's detailee, and the MTF concerned upon hospitalization if:

(1) The officer is in receipt of PCS orders (discharge, release from active duty, resignation, or retirement).

(2) The probable duration of hospitalization will exceed 10 days.

(3) The officer's ship/unit will depart the immediate area.

(4) The hospitalization of the officer creates a need or probable need for replacement.

(5) Any other circumstance that the commanding officer considers such notification advisable (i.e., an officer in receipt of PCS orders being treated on an outpatient basis and unable to execute orders as written).

h. An "Officer Hospitalization Report" will be submitted by the Commanding Officer of the MTF to PERS-821 and the officer's detailer, upon hospitalization, if:

(1) Executing PCS whether member is in a leave or travel status or TEMADD orders while en route to or returning from a TEMADD station.

(2) Enroute to a first duty station under PCS orders to duty in excess of 30 days (Naval Reserve officers only).

i. Do not change the status of personnel requiring a Line of Duty Investigation (LODI) until a copy of the investigation is received by the cognizant MTF.

8.013 TRACKING PROCEDURES. Admission and disposition of personnel procedures are contained in ENLTRANSMAN, Chapter 17 and MILPERSMAN 1301-010 and OFFTRANSMAN Chapter 5. Specifically:

a. PAO/MHC will:

(1) Upon determination to change the status of enlisted personnel to TEMDU, notify the individual's parent command by message. Figure 8A provides a sample.

(2) Upon hospitalization of an officer meeting the criteria of subparagraph 8.012g, submit an "Officer

Hospitalization Report" to PERS-821 and the officer's detailer. Figure 8B provides a sample.

(3) Evaluate personnel in a medical hold status every two weeks.

(4) Prepare 60 day Medical Hold (MEDHOLD) message for personnel who will exceed 60 days in medical hold status and a medical board is not warranted. Figure 8C provides a sample.

(5) Verify the TMTR provided by the PERSUPPDET weekly and report status changes immediately, and return annotated TMTR to PSD.

b. PERSUPPDET will:

(1) Gain personnel TEMDU to the MTF/MHC as directed.

(2) Provide copy of the TMTR weekly to the PAO/MHC.

(3) File correspondence relative to the individual in the service record/case file.

(4) Use Appendix A (ACC DECISION LOGIC TABLE) as a guide to determine proper accountability. Figure 8E provides samples of information concerning specific ACC with the PLD and remarks on the TMTR.

8.02 HOSPITALIZATION AT NON-MILITARY/NON-NAVAL MTFs. Notify the Military Medical Support Office (MMSO) in Great Lakes, Illinois, DSN 792-3950/7 commercial (312) 688-3950/7 immediately of personnel hospitalized in a Non-Military or Non-Naval MTF. MMSO has direct cognizance over all personnel in this status and will direct specific actions.

8.021 ACCOUNTING FOR PERSONNEL. Account for personnel hospitalized TEMDU in Non-Military or Non-Naval MTFs, as follows:

a. Non-Military on the patient's account of the designated Naval MTF in ACC 372.

b. Non-Naval on the patient account of the designated Naval MTF in ACC 373.

c. ENLTRANSMAN, Chapter 17, provides specific guidance for enlisted personnel hospitalized in Non-Navy/U.S. military medical facilities overseas. Orders will direct transfer to the responsible Navy overseas area commander. TEMDU under treatment at a uniform service medical facility in ACC 373 or TEMADD under treatment as appropriate.

d. Personnel hospitalized in a foreign medical facility will be transferred to the United States Consul for accountability. Notify BUMED (Code 31), per ENLTRANSMAN, Chapter 17.

8.022 TRACKING PROCEDURES. Specific responsibilities are:

a. MMSO will:

(1) Upon notification, assume and delegate responsibilities to a Naval MTF/supporting PERSUPPDET.

(2) Notify all commands concerned.

(3) Designate the Naval Hospital with a patient account responsible for the member.

(4) Designate the nearest Naval activity with a medical department for personal contact and liaison with the individual.

(5) Direct appropriate orders, endorsements, records and accounts to be forwarded to the PERSUPPDET servicing the Naval MTF.

b. PAO's will:

(1) Prepare or obtain documents and reports required for proper administration. (i.e. LODI's, etc.).

(2) Coordinate release and transfer to an appropriate Naval MTF or VA Hospital.

(3) Upon hospitalization of an officer meeting the criteria of subparagraph 8.012g, submit an "Officer

Hospitalization Report" to PERS-821 and the officer's detailer. Figure 8B provides a sample.

(4) Verify the TMTR provided by the PERSUPPDET weekly and report status changes immediately.

c. PERSUPPDET will:

(1) Gain personnel TEMDU to the MTF/MHC, as directed.

(2) Provide copy of the TMTR weekly to the PAO/MHC.

(3) File correspondence relative to the individual in the service record/case file.

(4) Use Appendix A (ACC DECISION LOGIC TABLE) as a guide to determine proper accountability. Figure 8E provides samples of information concerning specific ACC with the PLD and remarks on the TMTR.

8.03 DISPOSITION OF ENLISTED PATIENTS UPON COMPLETION OF HOSPITALIZATION/

TREATMENT. Personnel in a non-ambulatory status will be retained on board the MTF patient account. ENLTRANSMAN, Chapter 17, provides guidance for disposition of TEMDU personnel in an ambulatory status. Specifically:

a. MHCs will:

(1) Retain member in the MHC if berthing facilities are available. If berthing is unavailable, individuals may be assigned to the nearest TPU/Others activity in a TEMADD status awaiting medical board processing or other appropriate disposition. Management responsibilities will remain with the Naval MHC and is not transferred to TPU/Others activity.

(2) Advise the PERSUPPDET of status changes.

(3) Provide a copy of the medical board cover sheet to the servicing PERSUPPDET immediately after signature by the CA.

b. PERSUPPDETs will:

(1) Change member's accounting status to ACC 355 when notified of Medical Board processing.

(2) Transfer the individual to the nearest TPU/Others activity not later than the next working day upon receipt of medical board cover sheet.

(3) Separate Fit For Duty (FFD) personnel having less than three months of obligated service and desiring not to reenlist per MILPERSMAN 1910-102.

8.04 DISPOSITION OF OFFICER PATIENTS UPON COMPLETION OF HOSPITALIZATION. Officer personnel previously detached from their last permanent duty station under orders from CHNAVPERS will be processed per MILPERSMAN 1301-010. Specifically:

a. Upon completion of treatment they shall be assigned TEMDU by the MTF to the nearest shore activity, local ship or afloat activity provided their services can be utilized and such ship or afloat activity is expected to remain in the immediate vicinity until PCS orders can be issued by NPC.

b. The MTF shall endorse the PCS orders issued by NPC detaching the officer from their last permanent duty station to direct the further TEMDU assignment. A copy of such endorsement shall be promptly forwarded to the officer detailer.

8.05 OFFICER AVAILABILITY REPORT. The report of an officer available for assignment/limited duty is assigned Report Control Symbol BUPERS 1301-5, Officer Availability Report. This report shall be submitted by the commanding officer of the MTF if the officer is an inpatient or by their commanding officer having temporary cognizance (TEMDU) over the officer. Figure 8D provides a sample.

EPMACINST 5000.3D

SAMPLE HOSPITALIZATION MESSAGE

FM MTF _____
TO PARENT COMMAND//JJJ//
INFO COMNAVPERSCOM MILLINGTON TN//453//
EPMAC NEW ORLEANS LA//40/44//
TRANSMONUNIT NEW ORLEANS LA//TMU//
PERSUPP DET _____ //JJJ//

UNCLAS //N06000//
SUBJ/HOSPITALIZATION ICO RATE/NAME/SSN//
MSGID/GENADMIN/MTF _____//
POC/NAME/RANK/DSN://
REF/A/DOC/BUPERS/01JAN90//
AMPN/ENLTRANSMAN CHAP 17, ART 17.02//
RMKS/ 1. STATUS OF SNM CHANGED FROM TEMADD TO TEMDU EFFECTIVE (HOUR/DATE).
REASON FOR CHANGE: EST PERIOD OF HOSP EXPECTED TO EXCEED TIME LIMITS EST BY
REF A. (OR PROVIDE APPROPRIATE GUIDELINE OR ARTICLE).

2. REQ TEMDU ORDERS (TO SPECIFIC UIC/PLA) AND DETACHMENT ENDORSEMENT EFF
(HOUR/DATE). FWD STO, TRF EVAL, DET END, SERPAHEL REC TO PERSUPP DET
_____.//

NOTE: ENSURE DIARY/NSIPS LOSS SUBMITTED.

Figure 8A

SAMPLE OFFICER HOSPITALIZATION REPORT

FM MTF _____ //PAO//
 TO COMNAVPERSCOM MILLINGTON TN//821// or CHNAVPERS WASHINGTON DC//PERS-
 (this will depend on the officer's designator code)//
 INFO TRANSMONUNIT NEW ORLEANS LA//TMU//
 MEMBER'S PARENT COMMAND//JJJ//

UNCLAS//NO6110//
 SUBJ/OFFICER HOSPITALIZATION REPORT (REPORT CONTROL SYMBOL BUPERS 1301-13)//
 MSGID/GENADMIN/MTF _____//
 POC/NAME/RANK/DSN://
 RMKS/1. GRADE, FULL NAME, SSN/DESIGNATOR.

2. DUTY ASSIGNMENT WITHIN THE PERMDUSTA OR OTHER STATUS AT TIME OF HOSPITALIZATION.

3. CHNAVPERS ORDER NUMBER, DATE, AND TYPE OF ORDER, IF THE OFFICER IS IN RECEIPT OF PCS ORDERS.

4. COMPLETE NAME AND LOCATION OF MTF AT WHICH THE OFFICER IS HOSPITALIZED AND DATE TRANSFERRED TO OR RECEIVED BY THAT ACTIVITY.

5. NATURE OF ILLNESS OR INJURY. REPORT BY DIAGNOSIS CODE AS LISTED IN THE INTERNATIONAL CLASSIFICATION OF DISEASES, ADAPTED, IF AVAILABLE; OTHERWISE USE NONMEDICAL PHRASEOLOGY AND IN GENERAL TERMS DESCRIBE THE REASON FOR TREATMENT.

THE REPORT SHALL BE MARKED "FOR OFFICIAL ONLY" PER SECNAVINST 5720.42E IF THE REPORT INCLUDE SENSITIVE INFORMATION REQUIRING PROTECTION (I.E., MEMBER HAS MENTAL AILMENT OR EMOTIONAL UNSTABLE) OR IT IS DEEMED IN THE BEST INTEREST OF THE PUBLIC. SHOULD THE REPORT INCLUDE INFORMATION WHICH REQUIRES PROTECTION IN THE INTEREST OF NATIONAL DEFENSE; IT SHALL BE CLASSIFIED PER OPNAVINST 5510.1H.

6. SOURCE FOR DETERMINING THE PROGNOSIS AND ESTIMATED LENGTH OF TREATMENT, I.E., BASED ON INFORMATION OBTAINED FROM THE MTF OR BASED ON A LOCAL MEDICAL OFFICER'S OPINION.

7. AN ESTIMATE OF THE PROBABLE DURATION OF TREATMENT THAT SHOULD BE BASED ON A MEDICAL OFFICER'S OPINION, IF POSSIBLE.

8. COMMANDING OFFICERS LOSING THE SERVICES OF AN OFFICER SHALL INCLUDE A DEFINITE RECOMMENDATION REGARDING DETACHMENT OF THE OFFICER FROM THE PERMANENT SHIP OR STATION. THE RECOMMENDATION SHALL STATE WHETHER THE OFFICER'S DUTIES CAN OR CANNOT BE ASSUMED BY OTHER AVAILABLE PERSONNEL, AND, IF NOT, A BRIEF STATEMENT THAT A RELIEF IS REQUIRED BY A SPECIFIC DATE.//

Figure 8B

SAMPLE SIXTY-DAY MEDICAL HOLD MESSAGE

FM MTF _____//PAO//
TO BUMED WASHINGTON DC//31//
INFO TRANSMONUNIT NEW ORLEANS LA//TMU//
EPMAC NEW ORLEANS LA //48//
PERSUPPACT/PERSUPPDET _____ (as applicable)
(Designated medical holding company activity, if applicable)
(Other addressees as deemed appropriate)

UNCLAS //N01306//
SUBJ/MEDICAL HOLDING COMPANY REPORT (MED 1306-1) (MED-31)//
MSGID/GENADMIN/MTF _____//
POC/NAME/RANK/DSN://
RMKS/1. RATE, FULL NAME, BRANCH, SSN, NEC:

2. LAST PERMDUSTA AND DATE TRF:

3. DATE RCVD: (SHOULD MEMBER BE READMITTED TO THE NAVHOSP AS AN INPATIENT FROM A MEDICAL HOLDING COMPANY PROVIDE: INITIAL MTF ADMISSION DATE, DATE RECEIVED IN MHC, DATE READMITTED TO MTF AND, IF APPROPRIATE, DATE READMITTED TO MHC PLUS SUFFICIENT REMARKS TO EXPLAIN THIS ACTION.)

4. DIAGNOSIS: (USE ICD-9-CM FOR THIS SUBMISSION.)

5. EXACT CIRCUMSTANCES REQUIRING RETENTION IN MEDICAL HOLD STATUS:

6. REASON A MEDICAL BOARD HAS NOT BEEN CONVENED: ("CONTINUING TREATMENT" WITHOUT AMPLIFICATION, IS NOT ACCEPTABLE.)

7. ESTIMATED DATE OF COMPLETION OF TREATMENT IN MHC: ("UNKNOWN" IS NOT ACCEPTABLE.)

8. GRADE, NAME OF HEALTH CARE PROVIDER:_____.

Figure 8C

SAMPLE OFFICER AVAILABILITY REPORT

FM MTF _____//PAO//
TO COMNAVPERSCOM MILLINGTON TN//821// or CHNAVPER WASHINGTON DC//PERS-(this
will depend on the officer's designator code)//
INFO TRANSMONUNIT NEW ORLEANS LA//TMU//
MEMBER'S PARENT COMMAND//JJJ//

UNCLAS//N01305//
SUBJ/OFFICER AVAILABILITY REPORT (REPORT CONTROL SYMBOL BUPERS 1301-5)//
MSGID/GENADMIN/MTF _____//
POC/NAME/RANK/DSN://
RMKS/1. GRADE, FULL NAME, SSN/DESIGNATOR.

2. A SPECIFIC STATEMENT THAT THE MEDICAL BOARD REPORT IS BEING SUBMITTED.
3. A STATEMENT CONCERNING PHYSICAL FITNESS FOR FULL DUTY.
4. THE DISPOSITION OF THE OFFICER AND NUMBER OF DAYS LEAVE DESIRED.
5. THE RESULTS OF A FLIGHT PHYSICAL EXAMINATION, IF THE OFFICER IS A NAVAL AVIATOR, INDICATING PHYSICAL AND PSYCHOLOGICAL FITNESS FOR DUTY INVOLVING ACTUAL CONTROL OF AIRCRAFT AND A RECOMMENDATION FOR ASSIGNMENT TO A SERVICE GROUP.//

Figure 8D

NSIPS TRANSIENT MONITORING TRACKING REPORT
SCENARIO/ACC/PLD/REMARKS INFORMATION

Scenario #1: Received for TEMDU UNDER TREATMENT (INPATIENT AT NAVAL MTF)

ACC	370
PLANNED LOSS DATE	Set at 1 day following estimated date of release.
REMARKS	TEMDU UNDER TREATMENT (INPATIENT). EST DATE OR REL XXXXX.

Scenario #2: Received/Transferred TEMDU UNDER TREATMENT (MHC)

ACC	371
PLANNED LOSS DATE	Set at 31 days from date received.
REMARKS	TEMDU UNDER TREATMENT (MHC) REQ STATUS ON XXXXXX (60 DAYS FROM DATE OF RECEIPT/STATUS CHANGE).

Scenario #3: Received for TEMDU UNDER TREATMENT (HOSPITALIZED AT NON-MILITARY MTF)

ACC	372
PLANNED LOSS DATE	Set at every eight days.
REMARKS	TEMDU UNDER TREATMENT (HOSPITALIZED AT _____).

Scenario #4: Received for TEMDU UNDER TREATMENT (HOSPITALIZED AT NON-NAVAL MILITARY)

ACC	373
PLANNED LOSS DATE	Set at every eight days.
REMARKS	TEMDU UNDER TREATMENT (HOSPITALIZED AT _____).

Figure 8E

SECTION 9
TEMDU FOR SEPARATION (TEMDU SEPS)
HOME AWAITING ORDERS (HAO)/ON ADMINISTRATIVE LEAVE (ADMIN LV)
ADMINISTRATIVE SEPARATION (ADSEP) PROCESSING

9.0 GENERAL. This section provides procedures for the proper reporting and administration of personnel TEMDU Pending Separation, Home Awaiting Orders (HAO)/on Administrative Leave (ADMIN LV) and those individuals being processed for Administrative Separation. Basic responsibilities of the parent command and servicing PERSUPPDET/Personnel Office are discussed.

9.01 TEMDU FOR SEPARATION (TEMDU SEPS). Personnel transferred to a separation activity in a TEMDU status for separation include: Transfer to the Fleet Reserve (FLTRES), Retirement, Medical, Disciplinary, those personnel associated with a decommissioning activity, normal separation at the Expiration of Enlistment and personnel processed by overseas or deployed units. MILPERSMAN 1910-102, 1910-812, 1920-010 and ENLTRANSMAN Addendum A, provide general policy guidance on personnel transferred for separation.

9.011 ACCOUNTING FOR PERSONNEL. Personnel reporting on board for TEMDU SEPS will be accounted for in ACC 380.

9.012 SEPARATION DELAYS. Delays in the separation processing may occur due to non-completion of a separation physical or the failure to complete Transition Assistance Management Program (TAMP). The separation physical must be completed prior to discharge, separation or release from active duty, however, TAMP can be waived per OPNAVINST 1900.2. Ensure retain files contain a copy of all separation documents per ENLTRANSMAN Addendum A.

9.013 REENLISTMENT AT SEPARATION ACTIVITIES. Personnel who reenlist at a separation activity will have their ACC changed from 380 to 320. Submit an immediate availability upon member's reenlistment. The member will be tracked per Section 5 until transferred.

9.014 EXTENSIONS OF ENLISTMENT WHILE ATTACHED TO SEPARATION ACTIVITIES. Extensions of enlistment are only authorized per MILPERSMAN 1160-040 with the exception of Enlisted Navy Career

Opportunity Reenlistment Evaluation (ENCORE) request prior to reenlistment. Individuals may extend, two months at a time, for a total of four months, pending approval of ENCORE. On date of ENCORE submission, change ACC to 350 and track per Section 11.

9.02 HOME AWAITING ORDERS (HAO). HAO is an administrative function that allows personnel to proceed home while awaiting the final action on their Physical Evaluation Board (PEB) case by the Secretary of the Navy. Only personnel who have unconditionally accepted the preliminary findings of the PEB discussed in Section 7 may proceed home and await separation orders. MILPERSMAN 1910-900 provides further guidance and procedures for personnel desiring HAO and establishes processing goals to support their expeditious removal from the Transient Pipeline.

9.021 ACCOUNTING FOR PERSONNEL. Personnel in an HAO status will be accounted for in ACC 381.

9.022 PROCESSING AND TRACKING. Upon receipt of an approved request from the member to go home awaiting separation orders (HAO), the PERSUPPDET/Personnel Office will:

- a. Obtain a copy of the unconditional acceptance of preliminary findings letter to be filed in the service record.

- b. Prepare separation documents that require the individual's signature. Member must sign separation documents prior to departure.

- c. Detach the member by an NSIPS Activity Loss.

- d. Complete NSIPS Activity gain once member has arrived home, completed the endorsement on orders and applicable travel claim is returned. These documents/events report the member in an HAO status and changes the ACC to 381. If required orders/endorsements and travel claim have not been returned within five working days plus travel time, contact the individual by the most expeditious means. Should separation/discharge authority be received before the return of the required documents, prepare applicable events/documents, as appropriate, to document the HAO status, and allow completion of actual discharge/separation immediately within the time frames directed.

e. After 30 days from the date of unconditional acceptance of the preliminary findings, submit tracer action to PERS-821 for personnel pending disability retirement and pending disability separation. Figure 7D provides a sample message.

9.03 ADMINISTRATIVE LEAVE (ADMIN LV). ADMIN LV is an administrative function that allows personnel to proceed home while awaiting separation/discharge authority due to ADSEP processing. This leave may be granted upon completion of ADSEP processing and the letter/message forwarded to COMNAVPERSCOM (PERS-83/84). Individuals must request ADMIN LV, as Commanding Officers do not have the authority to direct ADMIN LV. MILPERSMAN 1050-390 provide further guidance and procedures.

9.031 ACCOUNTING FOR PERSONNEL. Personnel on ADMIN LV will be accounted for in ACC 382.

9.032 PROCESSING AND TRACKING. Upon receipt of an approved request by an individual for ADMIN LV, the PERSUPPDET/Personnel Office will:

a. Obtain copies of the Notification Procedure Letter/Administrative Board Proposed Action Letter (NPL/ABPL) and administrative separation (ADSEP) letter/message if not previously provided by the customer command, and file in the service record, and

b. Prepare separation documents that require the individual's signature, and have member complete a request for ADMIN LV, which also explains their rights and responsibilities while in this status. Figure 9A is provided as an example.

c. Prepare UMIDS event SB01. All pay, allowances and allotments stop on date of departure or date of expiration of earned leave, as applicable.

e. After 60 days from the date the individual signs the NPL/ABPL, initiate tracer action directly to the customer command if discharge authority is not received.

9.04 ADSEP PROCESSING. MILPERSMAN 1910-010 through 1910-810 provides general policy guidance and procedures for administrative separation processing. Specific guidelines are:

a. In cases where the Commanding Officer has authority to approve discharge, the processing will be completed and discharge executed within 15 working days from the date the individual signs the NPL/ABPL.

b. In cases where an administrative discharge board is not held, but COMNAVPERSCOM approval is required, the case will be forwarded to COMNAVPERSCOM within 15 working days from the date the individual signs the NPL/ABPL.

c. In cases where an administrative discharge board is held, and COMNAVPERSCOM or SECNAV approval is required, the administrative discharge board will be completed and the case forwarded to COMNAVPERSCOM within 50 working days from the date the individual signs the NPL/ABPL.

9.041 ACCOUNTING FOR PERSONNEL. Personnel pending ADSEP will be accounted for in ACC 382. Do not change the ACC for personnel assigned in ACC 1XX. Personnel in confinement shall remain in ACC 391/392.

9.042 PROCESSING AND TRACKING. Personnel will not be held beyond their EAOS for ADSEP processing.

a. Parent commands will:

(1) Upon determination to process, immediately notify the servicing PERSUPPDET/Personnel Office.

(2) Provide copy of the NPL/ABPL within seven days of notification and letter/message upon submission to the PERSUPPDET/Personnel Office.

(3) To preclude any delays, arrange separation physical immediately upon decision to process for administrative separation.

(4) Track for timely receipt of discharge authority. Provide copy to the PERSUPPDET/Personnel Office upon receipt.

(5) Verify the TMTR and notify the PERSUPPDET/Personnel Office of any changes in status.

b. PERSUPPDET/Personnel Office will:

(1) Upon receipt of notification to process (to include ADSEP memo/legal listing, etc.), update the NSIPS Transient Tracking Panel to change ACC to 382.

(2) Obtain copy of NPL/ABPL from customer command and annotate date of receipt.

(3) Follow-up with customer command within 30 days of receipt of NPL/ABPL to obtain copy of ADSEP package and 15 days thereafter.

(4) File copy of NPL/ABPL/ADSEP letter/message in service record.

(5) Follow-up with customer command after 60 days from the date the individual signed the NPL/ABPL if discharge authority is not received and 30 days thereafter.

(6) Upon receipt of discharge authority discharge/separate member as directed.

(7) Use Appendix A (ACC DECISION LOGIC TABLE) as a guide to determine proper accountability. Figure 9B provides samples of information concerning specific ACC's, PLD and remarks on TMTR.

ADMINISTRATIVE LEAVE REQUEST

NAME:

SSN:

PRIVACY ACT STATEMENT: "Under the authority of 5 U.S.C. 301, DOD Directive 1327.5 and MILPERSMAN 1050-390, information regarding your current and future leave address is requested in order to grant you leave which you have requested pending review of your administrative separation case. The information provided by you will become a permanent part of your service record. The information will be used to maintain an accurate record of your location to allow future communications."

Pending completion of my administrative separation, I hereby request that I be granted:

_____ Leave; or
_____ Leave until exhausted, then, leave without pay and allowances

My address while on administrative leave will be:

INITIAL

UNDERSTANDING

I understand that while on such leave I am still on active duty and subject to orders of competent naval authority.

I understand that I will remain on administrative leave until I am discharged, unless I am ordered to return for duty by proper authority.

I understand that if I am ordered to return to naval custody, I am responsible for returning at my own expense.

I understand that if I fail to return to naval custody after being so ordered, I will be declared a deserter and may be court-martialed and/or reprocessed for administrative separation upon my return to military jurisdiction.

I understand that I must advise my command of any change(s) of my address and the current address provided will be the one to which all official correspondence will be addressed.

Member's signature and date
Commanding Officer's signature
By direction and date

APPROVED/DISAPPROVED

NSIPS TRANSIENT MONITORING TRACKING REPORT
SCENARIO/ACC/PLD/REMARKS INFORMATION
(TRANSIENT TRACKING REPORT - STUDENT/AVAILS/HUMS PANEL)

Scenario #1: Received for TEMDU SEPS (PHYSICAL COMPLETED, TAMP COMPLETED)

ACC	380
PLANNED LOSS DATE	Set at eight days from date of receipt.
REMARKS	RECVD FOR SEP/DISCH. PHYS/TAMP COMPLETED. SEPARATION/DICHARGE DATE XXXXXX.

Scenario #2: RECEIVED FOR TEMDU SEPS (PHYSICAL NOT COMPLETED)

ACC	380
PLANNED LOSS DATE	Set at 3 working days after expected completion date of physical exam.
REMARKS	RECVD FOR SEP/DISCH. PHYS REQD. SKED: XXXXXXXXX (Upon completion of Physical Exam, separate within 2 working days).

Scenario #3: RECEIVED FOR TEMDU SEPS (TAMP NOT COMPLETED)

ACC	380
PLANNED LOSS DATE	Set at 3 working days after expected completion date of TAMP.
REMARKS	RECVD FOR SEP/DISCH. TAMP REQD. SKED: XXXXXXXXX (Upon completion of TAMP, separate within 2 working days).

Scenario #4: RECEIVED FOR TEMDU SEPS (FLTRES, RETIREMENT, SSB/VSI/TERA)

ACC	380
PLANNED LOSS DATE	Set at 1 day following authorized Separation Date.
REMARKS	RECVD FOR (FLTRES, RET, SSB/VSI/TERA) EFF: XXXXXXXX).

Scenario #5: SENT HOME AWAITING ORDERS, AWAITING PEB PROCEEDINGS (APEBP)

ACC	381
TRACER ACTION DATE	Set at 30 days after the date of unconditional acceptance of findings.
REMARKS	HAO EFF XXXXXX. AWAITING DISCHARGE AUTHORITY. UNCONDITIONAL FINDINGS ACCEPTED ON XXXXXXXX.

Figure 9B

NSIPS TRANSIENT MONITORING TRACKING REPORT
SCENARIO/ACC/PLD/REMARKS INFORMATION

Scenario #6: MEMBER REQUESTS ADMIN LV (DISCIPLINARY RELATED)

ACC	382
PLANNED LOSS DATE	Set at 31 days from date of departure on ADMIN LV.
TRACER ACTION DATE	Set at 30 days after departure, to customer command for discharge authority.
REMARKS	ADMIN LV. LEAVE EVENT (UMIDS SB01) DTD XXXXXX.

Scenario #7: NOTIFICATION TO PROCESS FOR ADMIN SEPARATION

ACC	382
PLANNED LOSS DATE	Set at 31 days from Notification.
TRACER ACTION DATE	Set at 30 days after NPL/ABPL signed and forwarded.
REMARKS	ADSEP PROCESSING. NPL/ABPL RECVD XXXXXX. AWAIT ADSEP MSG/COVER LTR.

Scenario #8: NOTIFICATION TO PROCESS FOR ADMIN SEPARATION WITH ADMIN BOARD

ACC	382
PLANNED LOSS DATE	Set at 61 days from date individual signs NPL/ABPL.
TRACER ACTION DATE	Set at 60 days after NPL/ABPL signed and forwarded.
REMARKS	ADSEP PROCESSING. NPL/ABPL RECVD XXXXXX. ADSEP PKG RECVD XXXXXX. AWAIT DISCHARGE AUTHORITY.

Scenario #9: NOTIFICATION TO PROCESS FOR ADMIN SEPARATION

ACC	382
PLANNED LOSS DATE	Set at 31 days from last tracer action requesting discharge authority.
TRACER ACTION DATE	Set at 30 days after NPL/ABPL signed and forwarded.
REMARKS	ADSEP PROCESSING. NPL/ABPL RECVD XXXXXX. ADSEP PKG RECVD XXXXXX. AWAIT DISCHARGE AUTHORITY.

Figure 9B

SECTION 10
TEMDU PENDING DISCIPLINARY ACTION/CONFINEMENT
IN THE HANDS OF CIVIL AUTHORITIES/APPELLATE LEAVE

10.0 GENERAL. This section provides procedures for proper reporting and administration of personnel pending disciplinary action, confined in the Hands of Civil Authorities, or on appellate leave. Basic responsibilities of the parent command and servicing PERSUPPDET/Personnel Office are discussed.

10.01 TEMDU PENDING DISCIPLINARY ACTION. Per the Manual of Court-Martial and OPNAVINST 5810.4/JAGINST 5810.1, the processing goals for various disciplinary actions are:

a. Ensure Non-Judicial Punishments (NJP) are processed expeditiously.

b. Complete Court-Martial from the date of last offense to conviction or acquittal as follows:

(1) Summary Court-Martial, 33 calendar days

(2) Special Court-Martial not resulting in a BCD, 48 calendar days

(3) Special Court-Martial resulting in a BCD, 73 calendar days

(4) General Court-Martial, 103 days

c. The Convening Authority (CA), the officer who directed the Court-Martial, is required to review the sentence resulting from the Court-Martial. Upon completion of this review, the CA must provide a written decision regarding the sentence by issuing a document called the CA's Action. During this review, the CA may disapprove a legal sentence in whole or in part; mitigate the sentence; and/or change a punishment, as long as the severity is not increased. The CA may also order a rehearing. The CA does not have the authority to approve punitive discharges, only the authority to suspend or disapprove them.

10.011 ACCOUNTING FOR PERSONNEL. Personnel on board TEMDU pending disciplinary action will be accounted for in ACC 390 with

the exception of personnel on board TD HUMS (ACC 354) and LIMDU (ACC 105). In addition, personnel assigned to a transient account not associated with a brig while confined at another location in a TEMADD status will also be accounted for in ACC 390. Change a member's ACC to 390 if the primary reason for retention is disciplinary and charges have been submitted. If primary reason for retention is another reason and disciplinary status will be resolved within 10 days, retain member in the ACC that reflects the reason for retention in pipeline.

10.012 PROCESSING AND TRACKING:

a. Parent commands will:

(1) Immediately notify the servicing PERSUPPDET/Personnel Office upon initiation of disciplinary proceedings.

(2) Verify the NSIPS-TMTR and advise the PERSUPPDET/Personnel Office of disparities.

b. PERSUPPDETS/Personnel Offices will:

(1) Create and submit NSIPS Legal documents, Transient Tracking panels and per NAVADMIN 332/01 submit NAVPERS 1070/606 and/or NAVPERS 1070/607 to Commander, Navy Personnel Command (PERS-312G) not later than the next working day following receipt of required information.

(2) Use Appendix A (ACC DECISION LOGIC TABLE) as a guide to determine proper accounting category code.

10.013 PCS TRANSFERS NECESSITATED BY OR RESTRICTED DUE TO DISCIPLINARY ACTION. ENLTRANSMAN, Chapter 3, Article 3.026 states "When a member commits, or is accused of committing, a civil or military offense that necessitates the member's continued presence in the area for purposes of conducting civil or military hearing, trials, etc., the member will not normally be reassigned from the area. For the purposes of this article only, the following circumstances constitute reassignment:

- Transfer to a new duty station.

- Expiration of TEMADD orders from a parent activity away from the area, which would require the member's return to the parent activity's locale. (In circumstances involving military offenses only, return member to parent command/activity for disciplinary action may be appropriate.)

- If member is attached to a mobile activity (ship, squadron, etc.) departure of the activity from the area.

COMNAVPERSCOM maintains strict control of transfers of this nature. Accordingly, requests for disposition instructions in such cases shall be forwarded via the chain of command to PERS-40. Requests on non-designated SN/FN/AN will be forwarded to EPMAC (CODE 47) info PERS 40/83. Requests must include details of the circumstances surrounding the case and recommended course of action. In the event that a unit's departure is imminent, an Unless Otherwise Directed (UNODIR) message, including the aforementioned information, should be utilized." Figure 10A is a sample message sent to PERS-40/EPMAC to request to hold personnel on board pending disciplinary action/civil action or as a witness.

10.02 CONFINEMENT. BUPERSINST 1640.17D establishes the designation of places for Navy Court-Martial prisoners.

a. The Navy disciplinary confinement system comprises a three-tier system:

(1) TIER ONE: Local Brig, normally called water front brigs. Their primary mission is pre-trial detention, confinement of Court-Martial prisoners not awarded punitive discharges, confinement of Court-Martial prisoners with punitive discharges and adjusted release days of 30 day or less, and prisoners being returned to duty.

(2) TIER TWO: Consolidated Brigs (CONBRIGS). Their primary mission is the confinement of personnel with pending or approved punitive discharges and 31 days or more to serve or personnel subject to mandatory administrative separation processing, rehabilitation of individuals for future honorable

service and prisoners awaiting transfer to the Federal Bureau of Prisons. Two CONBRIGS exist, located in Miramar, CA and Charleston, SC.

(3) TIER THREE: Federal Prisons. The Federal Bureau of Prisons (BOP) will, with the approval of PERS-84, per MILPERSMAN 1050-310 through 1050-380, confine prisoners with punitive discharges with more than one year remaining on their sentence at time of transfer. Before requesting transfer to a federal prison, the CA's action must be received and initially reviewed by the Navy Clemency and Parole Board. The CONBRIG will issue a letter to the warden of the prison where the member will be confined. A sample format of this letter is provided in Figure 10B. Upon transfer, the Naval and Marine Corps Appellate Leave Activity assumes accountability and responsibility for the prisoner. If the findings and sentences are set aside and a rehearing is ordered the prisoner will be returned to the appropriate TPU, Naval Station, or Naval Air Station that supports the authority that ordered the rehearing. PERS-84 will coordinate the physical transfer. Personnel returned for rehearing will be accounted for in ACC 390.

b. MILPERSMAN 1640-100 provides guidance regarding confinement of Naval personnel. When an individual is placed in or returned to confinement following Court-Martial sentencing the brig will receive a Report of Results of Trial signed by the trial counsel. After pretrial confinement has been credited and the time remaining to be served is 30 days or less or the individual is not awarded a punitive discharge and the parent command does not object to their return they shall be ordered to confinement in a TEMADD status. If the individual has 31 or more days remaining to be served or was awarded a punitive discharge or the parent command objects to their return they will be ordered to confinement TEMDU in ACC 391.

c. Only the local/waterfront brig will effect the transfer of personnel to CONBRIG.

d. Personnel confined because of Court-Martial action will either be returned to duty upon release, separated from the Naval service or sent on appellate leave. Appellate leave is leave in a non-pay status on active duty awaiting final review/appeal of a Court-Martial awarding a punitive discharge. Personnel may

request appellate leave effective the date of release if the CA's action is not received. Personnel will be sent on mandatory appellate leave effective the date of release if the CA's action is received and the punitive discharge is not suspended or disapproved. Personnel who do not request appellate leave will be retained at, or transferred to, the TPU/Others activity associated with the confinement site in ACC 390. Personnel will be placed on mandatory appellate leave upon receipt of the CA's action where the punitive discharge is not suspended or disapproved. Personnel transferred to a federal prison will have all necessary documents completed for mandatory appellate leave before transfer in case the review process is not completed before release.

10.021 ACCOUNTING FOR PERSONNEL. Personnel confined in a TEMDU status will be accounted for in ACC 391. Personnel attached TEMDU to a transient activity or student account while confined in a TEMADD status will be accounted for in ACC 390 on board their parent command. Personnel assigned to a permanent command ACC 1XX and confined in a TEMADD status will remain in ACC 1XX.

10.022 PROCESSING AND TRACKING. Specific confinement procedures are:

a. Transferring commands will:

- (1) Prepare appropriate TEMADD/TEMDU orders.
- (2) Complete, NAVPERS 1640/4, Confinement Order.
- (3) Furnish a Report of Results of Trial signed by the trial counsel to the brig for personnel placed in or returned to confinement following Court-Martial sentencing.
- (4) Complete and deliver appropriate endorsements and records to the brig at the time of confinement.

b. Confinement Facilities will:

- (1) Verify whether personnel were delivered for confinement under the appropriate orders (TEMADD, TEMDU).

Provide orders and associated records to the PERSUPPDET within five working days of receipt.

(2) Submit tracer action to the CA when the CA's action is not received within 60 days of court and every 30 days thereafter. Include Office of the Judge Advocate General (OJAG), the command's Immediate Superior in the Chain of Command (ISIC) and Type Commander (TYCOM) on second and subsequent tracer actions. Figure 10C provides samples. Upon receipt of CA's action, immediately forward a copy to the PERSUPPDET.

(3) Convene a Brig Disposition Board to review the progress of personnel to provide recommendations regarding disposition upon release. For personnel processed for administrative separation complete in sufficient time to allow discharge on the date of release from confinement to meet Secretary of the Navy's (SECNAV) Brig-to-Gate policy.

(4) Provide availability information to the PERSUPPDET in sufficient time to allow availability submission not later than three weeks before release.

(5) Per MILPERSMAN 1910-010 through 1910-100, process administrative separations within specified time frames. Provide a copy of the NPL/ABPL upon initiation of ADSEP processing and a copy of the letter/message to the servicing PERSUPPDET upon submission to COMNAVPERSCOM.

NOTE: Confinement facilities can process administrative separation requests where BUPERS approval is required but CA's action has not been received. In the Letter of Transmittal note that the case is forwarded without CA's action and that CA's action will be forwarded to BUPERS upon receipt.

(6) Counsel personnel awarded a punitive discharge regarding appellate leave.

(7) Obtain separation physical while confined to allow separation or departure on appellate leave on the date of release.

(8) Notify the CA of a brig-to-brig transfer if it occurs before the CA's action is received. Upon receipt of the CA's action forward two copies to the commanding officer of the new confinement facility.

(9) Provide a Brig List to the PERSUPPDET weekly.

(10) Review the NSIPS-TMTR and notify the PERSUPPDET of status changes, transfer of prisoners, and disposition of prisoners upon release in sufficient time to allow administrative processing before release.

c. PERSUPPDETs will:

(1) Provide services to confinement facilities so that prisoners do not have to leave confinement.

(2) Indicate on the TMTR when the CA's action is not received.

(3) Annotate the date CA's action received. In cases where a punitive discharge was awarded at a Court-Martial and the CA approves the sentence, drop the individual from Navy strength effective on the date of CA's action. Create and submit NSIPS Legal panel, Navy Strength Loss panel on the next working day following receipt of CA's action.

(4) Validate the EDVR Report Section 3, against the Brig List from CONBRIG and NSIPS-TMTR Brig Release Standard Report. These files must be in agreement.

10.03 PERSONNEL IN HANDS OF CIVIL AUTHORITIES (IHCA). Per MILPERSMAN 1600-020, the parent command assigned cognizance over an individual must maintain close liaison with civil authorities and commence administrative separation processing as warranted immediately upon conviction and sentencing. MILPERSMAN 1910-400 through 1910-414 provides guidance regarding administrative separation processing. Notify personnel in writing by issuance of the Notice of Notification Procedure Proposed Action or Notice of Administrative Board Proposed Action. This notification will be personally delivered where possible or sent by certified mail return receipt requested or by equivalent form if

U. S. Mail service is not available at an address outside the United States. If the individual does not return the NPL/ABPL and the Statement of Awareness in the allotted time the individual who mailed the notification will prepare a Sworn Affidavit of Service by Mail per MILPERSMAN 1910-400 through 1910-414.

File this affidavit in the individual's service record with Receipt for Certified Mail (PS 3800) and Document Return Receipt (PS 3811) available at local post offices.

a. If personally delivered, the respondent shall acknowledge receipt of the Notice. If the member refuses to acknowledge receipt (i.e., Refused to Sign), annotate in the space provided for the member's signature.

b. The Notice shall say that the action is suspended until a specific date (not less than 30 days from the date of delivery) to give the individual the opportunity to exercise their rights set forth in the Notice. The name and address of the military counsel appointed by the commanding officer for consultation will be specified in the Notice. If the individual does not reply by the deadline, their rights are considered waived and the case shall be submitted to COMNAVPERSCOM.

c. If the individual is entitled to, and requests an Administrative Board, they shall be notified that the Board may proceed in their absence. If they fail to appear for any reason, including civil confinement, the case will be presented on their behalf by counsel for the individual.

d. Upon receipt of the authority to discharge in absentia, personnel confined in the United States will be discharged as directed by COMNAVPERSCOM. Personnel, confined in prisons overseas, will be discharged upon release as directed by COMNAVPERSCOM. Transfer these individuals to a CONUS separation activity per MILPERSMAN 1910-812 for discharge upon release.

e. Should the individual be transferred for confinement to another facility out of the geographic area, immediately notify PERS-842 who will provide further guidance and direct transfer of administrative control, if appropriate.

10.031 ACCOUNTING FOR PERSONNEL. Personnel IHCA will be accounted for in ACC 392. Personnel attached FORDU, in ACC 1XX, and TD HUMS in ACC 354, must have the approval of PERS-84 and PERS-40HH, respectively, before effecting an ACC change.

10.032 PROCESSING AND TRACKING.

a. Parent commands will:

(1) Monitor the trial, conviction and sentencing.

(2) Initiate ADSEP proceedings as warranted per MILPERSMAN 1910-400 through 1910-414.

(3) Provide a copy of the NPL/ABPL when initiated and a copy of the letter/message request to the servicing PERSUPPDET/Personnel Office upon submission to COMNAVPERSCOM.

(4) Verify the NSIPS-TMTR and provide the PERSUPPDET with the current status.

(5) Provide a copy of the separation authority to PERSUPPDET/Personnel Office upon receipt.

b. PERSUPPDETS/Personnel Offices will:

(1) Use Appendix A (ACC DECISION LOGIC TABLE) as a guide to determine proper accountability. Figure 10E provides samples of information concerning specifics ACC's, PLD and remarks on TMTR.

(2) File copies of the NPL/ABPL and ADSEP package in the service record.

(3) Discharge in absentia as directed by COMNAVPERSCOM.

10.033 DESERTERS IN HANDS OF CIVIL AUTHORITIES. Per MILPERSMAN 1600-070, any activity having knowledge of a deserter IHCA pending civil charges will notify Navy Absentee and Collection Information Center (NACIC) immediately. NACIC will issue a military detainer and arrange escorts for pick up upon release and return to military control. If the deserter is convicted and sentenced to confinement, NACIC will assign responsibility of the case to an area coordinator for review and appropriate action.

10.04 APPELLATE LEAVE. Appellate leave is leave in a non-pay status on active duty while awaiting final review/appeal of a Court-Martial awarding a punitive discharge/dismissal (officer separation equivalent to a Dishonorable Discharge). Any period of confinement awarded at Court-Martial must be served before commencement of appellate leave. There are two types of appellate leave:

a. REQUEST APPELLATE LEAVE, which can be requested by the member and is effective upon release from confinement. This is applicable only when the CA's action has not been received. The officer exercising General Court-Martial authority or Special Court-Martial authority based on the type of conviction is the approving authority for request appellate leave. Request appellate leave may be approved provided:

(1) Confinement awarded has been served.

(2) The parent command has submitted a Court-Martial Progress Report with the individual's NAVSO 5815/2 Request for Restoration/Clemency, or NAVSO 5815/4 Waiver of Clemency Review, per SECNAVINST 5815.3H. Progress reports submitted must contain a neuropsychiatry evaluation or psychiatric summary and DD 1476 Prisoner's Admission Summary Data; DD 1477 Prisoner's Progress Summary Data; DD 1478 Prisoner's Summary Continuation Sheet; and DD 1479 Prisoner Assignment and Clemency Board Action as appropriate. Submit these documents to the Naval Clemency and Parole Board, 801 N. Randolph St., Suite 905, Arlington, VA 22203-1989. File copies of the NAVSO 5815/2 or NAVSO 5815/4 in the service record.

(3) The individual requests appellate leave and provide his/her own transportation to the leave address selected.

b. MANDATORY APPELLATE LEAVE is required for individuals upon release from confinement when the CA's action has been received and the punitive discharge has not been suspended or disapproved. Change the status of personnel on request appellate leave to mandatory appellate leave upon receipt of the CA's action. Notify the individual in writing of the change of status from request to mandatory appellate leave. Figure 10D provides a sample. The officer exercising General Court-Martial authority or Special Court-Martial authority based on the type conviction is the approving authority for mandatory appellate leave. Personnel placed on mandatory appellate leave will be provided transportation to their home of record or place from which called or ordered to active duty. Provide the least expensive mode of transportation available or pay an amount that does not exceed the cost to the government of transportation in kind per JFTR, paragraph U7506. Construct accounting data per The Financial Management Guide for Permanent Change of Station (PCS) Travel (BUPERSINST 7040.6) or Financial Management Guide for Permanent Change of Station (PCS) Travel (Reserve Personnel, Navy (RPN) (BUPERSINST 7040.7). Mandatory appellate leave will be directed only when confinement awarded has been served, and:

(1) For individuals who have not requested restoration to duty:

(a) The command must submit a Court-Martial Progress Report with the individual's NAVSO 5815/2 Request for Restoration/Clemency. If the individual waives clemency review submit a NAVSO 5815/4 Waiver of Clemency Review. Here, a Court-Martial Progress Report is not required and the case is forwarded to the local GCM convening authority for action and the individual will not be transferred to NAMALA. File a copy of the NAVSO 5815/2 or NAVSO 5815/4 as appropriate in the individual's service record.

(b) Progress reports must contain a neuropsychiatry evaluation or psychiatric summary, and DD 1476, 1477, 1478 and 1479 executed as appropriate.

(2) For individuals who have requested restoration to duty:

(a) The command must submit a Court-Martial Progress Report with the individual's NAVSO 5815/2 per SECNAVINST 5815.3H. The progress report must include a neuropsychiatry evaluation or psychiatric summary, DD 1476, 1477, 1478 and 1479 executed as appropriate.

(b) In a General Court-Martial (GCM) conviction where the GCM convening authority has not placed the individual on appellate leave their command may request the individual be placed on mandatory appellate leave. The request must cite justification and based on the facts surrounding the case the GCM convening authority will render a decision.

NOTE: Personnel with a positive leave balance and in an active pay status may be granted leave with pay and allowances not to exceed the amount of leave accumulated to date plus any leave earned while in a full-pay-and-allowance leave status. This leave is taken in conjunction with Appellate Leave.

Personnel serving a sentence that includes unsuspended, partial forfeiture of pay will receive only that portion that is not forfeited. Pay and allowances will stop effective the day following the last day of ordinary leave.

PERSUPPDET should stop allotments in sufficient time to prevent overpayment.

Although not in a pay status, personnel on request appellate leave count against Navy Strength until the PERSUPPDET/Personnel Office creates and submits the NSIPS Navy Strength Loss event or DMRS 950 TAC (Administrative Loss to Navy Strength). While on appellate leave personnel and their family members remain eligible to receive medical, dental, exchange, commissary and base privileges. Additionally, personnel may be entitled to all pay and allowances due in the event of death and SGLI benefits up to 120 days after separation. Additional guidance is provided in MILPERSMAN 1050-310 through 1050-380.

10.041 ACCOUNTING FOR PERSONNEL. Personnel on request/mandatory appellate leave will be accounted for in ACC 393.

10.042 PROCESSING AND TRACKING.

a. Parent commands will:

(1) Submit tracer action to CA's when action is not received within 120 days of court and every 30 days thereafter for individuals on request appellate leave. Include OJAG, the command's ISIC and TYCOM on second and subsequent tracer actions. Figure 9C provides a sample.

(2) Upon receipt of the CA's action, provide a copy immediately to the PERSUPPDET and initiate action to change the individual's status to mandatory appellate leave (if the discharge is not suspended or disapproved). Figure 9D provides a sample.

(3) Verify the NSIPS-TMTR and notify the PERSUPPDET of disparities, and status changes.

b. PERSUPPDETs will:

(1) Complete all actions required by MILPERSMAN article 1050-310 -1050-380. MILPERSMAN articles 1050-310-1050-380 provide a checklist/Page 13 entries of required actions. All requirements in these enclosures must be completed before detaching personnel on request or mandatory appellate leave. In addition, NSIPS Legal events must be submitted as follows:

(a) NSIPS Legal panel to report release from confinement.

(b) NSIPS Transient tracking panel to change the ACC and update the TMTR.

(c) NSIPS Legal panel to report receipt of the CA's action if received.

(d) NSIPS Navy Strength Loss panel to report the administrative drop from Navy strength.

(e) NSIPS Activity Loss panel to transfer the member's record and account to NAMALA.

(2) Indicate on the TMTR when the CA's action is not received. Annotate date CA's action is received.

(3). Use Appendix A (ACC DECISION LOGIC TABLE) as a guide to determine proper accountability. Figure 10E provides samples of information concerning specifics ACC's, PLD and remarks on TMTR.

10.043 APPELLATE LEAVE PROCESSING FOR OVERSEAS COMMANDS/DEPLOYABLE UNITS. Per MILPERSMAN 1050-120, personnel in a disciplinary status are not authorized leave in a foreign country. Therefore personnel assigned outside the continental United States (including Hawaii) and deployed units being separated under Other Than Honorable (OTH) conditions will be transferred to a major separation activity as directed in MILPERSMAN 1910-812. As an exception, personnel assigned in the central or western Pacific area whose home of record is Hawaii or Guam may be processed for Appellate Leave at Naval Station, Pearl Harbor or Guam. Request guidance from the Navy and Marine Corps Appellate Leave Activity (NAMALA), at DSN 325-0100 or commercial (202) 685-0100, for personnel who are not citizens of the United States or hold dual citizenship.

10.044 TRAVEL OF FAMILY MEMBERS AND SHIPMENT OF HOUSEHOLD GOODS. For personnel stationed outside the continental United States, dependent travel and shipment of household goods is authorized or approved to the home of record when the General Court-Martial (GCM) or Special Court-Martial (SPCM) authority determines such action is in the best interest of the government per JFTR U5370-D8 and U5240-2. For personnel stationed in the continental United States, travel and shipment of household goods may be authorized by the CA if deemed in the best interest of the government and the family, per JFTR U5370-J1. Shipment of household goods is not authorized for personnel in the continental United States without dependents.

10.045 ADMINISTRATIVE TRANSFER OF PERSONNEL TO THE NAVY AND MARINE CORPS APPELLATE LEAVE ACTIVITY (NAMALA). NAMALA assumes administrative accountability for all personnel on appellate leave per MILPERSMAN Article 1050-310 through 1050-380 provided the CA's action approves an unsuspended punitive discharge (enlisted) or dismissal (officer). NAMALA will assume jurisdiction over suspended punitive discharges/dismissals only when the suspension has been properly vacated.

10.046 PUNITIVE DISCHARGE DISAPPROVED/SUSPENDED BY CONVENING AUTHORITY. In instances where the punitive discharge is disapproved or suspended by the CA, the CA should indicate whether to recall the individual from appellate leave and restore to duty, discharge the member by reason of Expiration of Enlistment or Convenience of the Government per MILPERSMAN 1910-104 or 1910-120, or process for administrative separation per MILPERSMAN 1910-010 through 1910-100.

10.047 PUNITIVE DISCHARGE OVERTURNED DURING REVIEW PROCESS. In instances where the punitive discharge is set-aside during the review process, NAMALA will effect the separation. In some instances, personnel will be recalled and directed to report to a specific TPU/Others account for availability processing or administrative separation.

**SAMPLE MESSAGE TO COMNAVPERSCOM (PERS-40)/EPMAC NEW ORLEANS LA
FOR PERSONNEL TO BE HELD ON BOARD AS A WITNESS
FOR EITHER COURT-MARTIAL OR CIVIL COURT**

FM PARENT COMMAND _____//JJJ//
TO COMNAVPERSCOM MILLINGTON TN//40//
OR
EPMAC NEW ORLEANS LA//47//

INFO COMNAVPERSCOM MILLINGTON TN//PERS-40// (Use only when addressed to EPMAC)
CURRENT COMMAND//00//
CURRENT NLSO//JJJ//
ULTIMATE COMMAND//00//
PERSUPPDET _____//OIC//
TRANSMONUNIT NEW ORLEANS LA//JJJ//

UNCLAS//N01306//
MSGID/GENADMIN/_____/_____/_____/_____
SUBJ/REQ TO BE HELD ON BOARD AS A WITNESS FOR (TYPE OF COURT-MARTIAL/CIVIL
COURT) ICO RATE/NAME/SSN/UIC//
REF/A/ENLTRANSMAN CHAPTER 3//
NARR/1. PER REF A, REQ SNM BE HELD ON BOARD DUE TO (STATE DETAILS OF THE
CIRCUMSTANCES SURROUNDING THE CASE AND RECOMMENDED COURSE OF ACTION).
2. REQ ADMSG.
3. POC IS _____/ DSN//

**SAMPLE LETTER FROM NAVY CONFINEMENT FACILITY TO
WARDEN, FEDERAL CONFINEMENT FACILITY**

From: Commanding Officer, U.S. Navy Confinement Facility

To: Warden, Federal Confinement Facility

Subj: TRANSFER OF PRISONER FROM U.S. NAVY CONFINEMENT FACILITY TO CONFINEMENT
FACILITY IN FEDERAL BUREAU OF PRISONS, CASE OF (RATE, NAME, SSN)

Encl: (1) Court-Martial order including Convening Authority's action

1. Subject naval member is transferred to your facility for long-term confinement as stated in enclosure (1). The convening authority of the court-martial has approved the sentence to a punitive discharge or dismissal and confinement in excess of one year.

2. The member will/will not receive Navy pay while confined.

3. For administrative purposes, the member is assigned to the Commanding Officer, Navy and Marine Corps Appellate Leave Activity (NAMALA), Bldg 111, 901 M Street SE, Washington Navy Yard, Washington, DC 20374-5083, phone (202) 685-0100 or DSN 325-0100.

4. The member signed a NAVPERS 1070/613 form for mandatory appellate leave prior to leaving the U.S. Navy confinement facility. Filling out this form is not authority to physically commence appellate leave until the period of confinement has been served, commuted, remitted, or suspended.

5. When appellate review is complete, and other required procedures have been completed, a DD 214, Certificate of Release of Discharge from Active Duty will be mailed to the member via the warden of the federal confinement facility.

6. Immediately upon the member's release from federal confinement, you are requested to mail a copy of this letter to Commanding Officer, Navy Appellate Leave Activity, Bldg 176, Washington Navy Yard, Washington, DC 20374-5083, informing them of date of release from prison and the member's forwarding address, if available.

7. If the member has not received a DD 214 prior to release from federal confinement, direct the member to report to a Navy Personnel Support Detachment to get an updated ID card and leave papers. Provide the member a copy of the letter to be used instead of the ID and leave papers until the member can get them.

Signature

Name

Title

Copy to:
CHNAVPERS (PERS-84)
CO, NAMALA

Figure 10B

**CONBRIG/TPU'S SAMPLE MESSAGE FORMAT FOR REQUESTING
CA's ACTION AFTER 120 DAYS AND SUBSEQUENT TRACER ACTION**

120 DAY TRACER

FM: CONBRIG _____/TRANSPERSUNIT _____/OO//
 TO: (CA'S PLAIN LANGUAGE ADDRESS)//JJJ//
 INFO: PERSUPP DET _____//JJJ//

UNCLAS//N01600//
 MSGID/GENADMIN/CONBRIG_____/TPU_____/_____///
 SUBJ/REQUEST FOR CONVENING AUTHORITY'S ACTION ICO (RATE/NAME/SSN) //
 REF/A/MILPERSMAN 1050-310 THROUGH 1050-380//
 AMPN/REF A REQUIRES TRACER ACTION WHEN CA'S ACTION HAS NOT BEEN RECEIVED//
 RMKS/1. TO DATE, ORIG NOT IN RECEIPT OF CA'S ACTION. REQ ADVISE STATUS.
 2. POC AT CONBRIG_____/TPU _____ IS RATE/NAME/SSN,
 DSN_____.//

30 DAY SUBSEQUENT TRACER

FM: CONBRIG _____/TRANSPERSUNIT _____/OO//
 TO: (CA'S PLAIN LANGUAGE ADDRESS)//JJJ//
 INFO: (IMMEDIATE SUPERIOR IN COMMAND (ISIC))//JJJ//
 (OFFICE OF THE JUDGE ADVOCATE GENERAL (OJAG))//JJJJ//
 PERSUPP DET _____//JJJ//

UNCLAS//N01600//
 MSGID/GENADMIN/CONBRIG_____/TPU_____/_____///
 SUBJ/CONVENING AUTHORITY'S ACTION ICO (RATE/NAME/SSN)//
 REF/A/MILPERSMAN 1050-310 THROUGH 1050-380//
 REF/B/RMG/222222Z OCT 93//
 AMPN/REF A REQ TRACER ACTION WHEN CA'S ACTION HAS NOT BEEN RECEIVED. REF B IS
 MY REQ FOR THE CA'S ACTION//
 RMKS/1. TO DATE NO REPLY TO REF B RECVD. REQ ADVISE STATUS.
 2. POC AT CONBRIG_____/TPU _____ IS RATE/NAME/SSN,
 DSN_____.//

Figure 10C

LETTER FORMAT FOR CHANGE OF STATUS TO MANDATORY APPELLATE LEAVE

5800
Code/Serial No.
(Date)

From: (Commanding Officer/Officer in Charge) (Command member last assigned to)
To: (Rate/Rank, Name, SSN, Address)

Subj: CHANGE OF STATUS TO MANDATORY APPELLATE LEAVE

Ref: (a) (Court-martial authority) (Special/General) Court-martial Order
Number _____, dated _____
(b) SECNAVINST 1050.1A
(c) JAGMAN 0152 (only if automatic reduction to E-1 is executed)

1. Reference (a) approved the punitive discharge awarded at your court-martial. Per reference (b), your status has changed from request appellate leave to mandatory appellate leave.

2. You have been reduced to pay-grade ____ as ordered/executed in accordance with reference (a/c).

3. Keep your commanding officer updated of your current leave address. Your commanding officer is now Commanding Officer, Navy and Marine Corps Appellate Leave Activity, Bldg 111, Washington Navy Yard, 901 M St SE, Washington, DC 20374-5083.

4. You remain subject to orders of competent naval authority until discharged.

**NSIPS TRANSIENT MONITORING TRACKING REPORT
SCENARIO/ACC/PLD/REMARKS INFORMATION**

Scenario #1: PENDING DISCIPLINARY (NJP) PROCESSING

ACC	390
PLANNED LOSS DATE	Set at 11 days from notification.
REMARKS	NOTIFIED XXXXXX, PENDING NJP.

Scenario #2: PENDING CIVIL CHARGES

ACC	390
PLANNED LOSS DATE	Set at 31 days from notification.
REMARKS	NOTIFIED XXXXXX, PENDING CIVIL CHARGES.

Scenario #3: PENDING COURT-MARTIAL

ACC	390
PLANNED LOSS DATE	Set at 31 days from notification.
REMARKS	NOTIFIED XXXXXX, PENDING COURT-MARTIAL.

Scenario #4: CA'S ACTION NOT RECEIVED OR RECEIVED FROM CUSTOMER COMMAND

ACC	391
PLANNED LOSS DATE	Set at 1 day following estimated release date from confinement.
REMARKS	CA's ACTION NOT RECVD or CA's ACTION RECVD XXXXXX.

Scenario #5: HELD OR CONFINED BY CIVILIAN/FOREIGN AUTHORITIES

ACC	392
PLANNED LOSS DATE	Set at 31 days from notification.
REMARKS	NOTIFIED XXXXXX, IHCA AT _____, PENDING CIVIL CHARGES.

Scenario #6: CONVICTED BY CIVIL COURT

ACC	392
PLANNED LOSS DATE	Set at 61 days from notification.
REMARKS	NOTIFIED XXXX, CONVICTED OF CIVIL CHARGES. AWARDED XXXX.

CMD PROCESSING FOR ADSEP. LON BEING PREPARED/RECVD

Scenario #7: SENT ON REQUEST APPELLATE LEAVE AND CA'S ACTION NOT RECEIVED

ACC	393
PLANNED LOSS DATE	020202
REMARKS	PREV ACC 391. DETACHED ON REQUEST APPELLATE LV XXXXXX. CA'S ACTION NOT RECVD.

Figure 10E

SECTION 11
OTHER CATEGORY 3XX PERSONNEL

11.0 GENERAL. This section provides guidance for accounting and administration of category 3XX personnel, not otherwise covered in this manual. Basic responsibilities of the parent command and servicing PERSUPPDET/Personnel Office are discussed.

11.01 CATEGORY 3XX PERSONNEL ON STAFF ACCOUNTS. The practice of detailing officer/enlisted personnel to Staff Accounts in a 3XX status will be directed by CHNAVPERS/NPC, EPMAC or NRPC. Changes to officer ACCs are not authorized unless specifically directed.

11.011 ACCOUNTING OF PERSONNEL UNDER CHNAVPERS/COMNAVPERSCOM ORDERS. Specific attention is directed toward the following:

a. MILPERSMAN 1320-060 provides guidelines for transferring officer personnel under orders. A request for modification must be approved by CHNAVPERS or NRPC.

b. MILPERSMAN 1320-060 provides guidelines for transferring enlisted personnel under orders. A request for modification must be approved by NPC, NRPC or EPMAC.

c. ENSIGN STASHES: OFFTRANSMAN, Chapter 5, provides guidance for newly commissioned officers temporarily assigned to an activity while awaiting initial entry level training where the period between commissioning and class convening date (including authorization of appropriate advance leave) is greater than 60 days. Upon commissioning, whatever the source, officers are assigned to appropriate entry level training. Exceptions are granted if Training Command (TRACOM) facilities are unable to accommodate the officer as a student. In this instance, the officer will be ordered to a TEMDU status (normally ACC 108 OR 150) at an activity whose mission is related to either the officer's specialty, recruiting, or training, before reporting FORDU, TEMDUINS or DUINS. Ensigns stashed for a period greater than 120 days should be assigned FORDU.

11.012 TRACKING PROCEDURES:

a. Parent commands will:

(1) Provide the servicing PERSUPPDET/Personnel Office changes in status as they occur.

(2) Submit requests for modification to CHNAVPERS/NPC, NRPC or EPMAC. Include the servicing PERSUPPDET/Personnel Office as an information addressee and provide copies of modifications issued by CHNAVPERS/NPC, NRPC or EPMAC.

b. PERSUPPDETs/Personnel Offices will:

(1) Review orders upon reporting including any detaching endorsement to determine the correct UIC and ACC.

(2) Use Appendix A (ACC DECISION LOGIC TABLE) as a guide to determine proper accountability. Figure 11A provides samples of information concerning specifics ACC's, PLD and remarks on TMTR.

11.02 HUMANITARIAN REASSIGNMENTS. Established guidelines are in the ENLTRANSMAN, Chapter 16 and Officer TRANSMAN, Chapter 5. Personnel received for HUMS shall be assigned in ACC 354 if the assignment is less than six months. If specifically assigned by the detailer to a HUMS assignment for more than six months, place member in ACC 104.

11.021 REPORTING WHEN HARDSHIP IS ALLEVIATED OR CEASES TO EXIST PRIOR TO EXPIRATION OF TD HUMS. For enlisted personnel, when the hardship has been alleviated before completion of the period of TEMDU assigned, the activity to which the individual is assigned for TD HUMS will immediately submit an availability report, per ENLTRANSMAN, Chapter 18, to the ACA which originally assigned the individual (i.e., PERS-40HH, EPMAC, or NRPC, as applicable) and change ACC to 320. Figure 11B provides a sample submission of an availability report. For officer personnel contact their detailer by message.

11.022 REASSIGNMENT OF PERSONNEL AT EXPIRATION OF TD HUMS. Personnel on TD HUMS will be considered for reassignment approximately one month prior to the scheduled completion of their temporary assignment. Six weeks prior to PRD the individual will be interviewed to determine if the hardship has been resolved. For enlisted personnel submit an "HD" availability report per ENLTRANSMAN, Chapter 18. For officer personnel contact their detailer by message.

11.023 TRACKING PROCEDURES: PERSUPPDETs/Personnel Offices will:

a. Submit availability report not later than 6 weeks prior to the individual's PRD. These availabilities will be submitted to the appropriate ACA.

b. Ensure requests for humanitarian extension are submitted 4 weeks prior to the expiration of current humanitarian assignment. Ensure an availability report is enclosed with the extension request.

c. Establish and maintain effective communication with the parent command.

11.03 TEMPORARY DUTY FOR COMMISSIONING AND FITTING OUT (TEMUDUCFO). COMNAVPERSCOM (PERS-409) is the placement monitor for surface ships under construction, conversion and reactivation. PERS-404 is the placement monitor for newly established aircraft squadrons or those squadrons transitioning to a new model aircraft. PERS-403 is the placement monitor for new construction submarines and new construction surface ship billets requiring nuclear power NECs. EPMAC (Code-47) assigns all non-rated/non-designated personnel to units under construction, conversion, reactivation or transition. Account for enlisted personnel on board TEMUDUCFO in ACC 352. Account for officers in the ACC assigned in their orders. Monitor the status of these personnel and change to ACC 100 when the activity is commissioned.

11.04 TEMPORARY DUTY PENDING EVALUATION BY LOCAL AUTHORITIES FOR SPECIAL DUTIES. MILPERSMAN 1210-010 through 1210-300 as well as ENLTRANSMAN 5.10 provides guidance for disqualification of personnel from special duties. The type of disqualification determines the method used. In no case will disqualification be used in lieu of appropriate disciplinary action. Personnel in the TPPH and Student Pipeline pending disqualification from special duties will be accounted for in ACC 356. In instances where the disqualification is only a secondary administrative action to the primary reason for retention in the Transient Pipeline the primary status will be identified. The disqualification process will not take precedence over disciplinary processing (i.e., an individual pending disqualification and also disciplinary action will be accounted for in ACC 390).

a. The Parent Command will:

(1) Initiate processing immediately when recommending for disqualification from special duties.

(2) Notify the PERSUPPDET in writing with both the date and reason for processing.

(3) Verify the TMTR provided by the PERSUPPDET weekly and report status changes immediately.

(4) Make enlisted personnel who are disqualified for submarine duty, available for reassignment by using the message in Figure 11-C.

b. The PERSUPPDET/Personnel Office will:

(1) Change the member's ACC to 356 upon notification of disqualification processing.

(2) Maintain close communication with the parent command to monitor the individual's status.

(3) Upon approval of disqualification take appropriate action (i.e., change ACC and submit appropriate availability).

(4) Use Appendix A (ACC DECISION LOGIC TABLE) as a guide to determine proper accountability. Figure 11A provides samples of information concerning specifics ACC's, PLD and remarks on TMTR.

11.05 TEMPORARY DUTY NOT OTHERWISE DEFINED. This ACC will ONLY be used as a last resort when no other ACC will properly describe the individual's status, when directed by higher authority, or as directed elsewhere in this manual. Circumstances may require an individual in the TPPH and Student Pipeline to undergo special screening/evaluation prior to removal from the pipeline. Typically, personnel in this status are awaiting completion of local actions, overseas or specialized screening, or COMNAVPERSCOM's decisions (i.e., Family Advocacy, forced rating conversion, ENCORE results) where required completion dates may not exist. Therefore, special care must be exercised in the administration and tracking of these personnel. Involvements by all levels of

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the command are necessary to expedite removal of personnel from this status.

Specifically:

a. The Parent Command will:

- (1) Expedite actions required to complete any special screening.
- (2) Notify the PERSUPPDET in writing with both the date and reason for processing.
- (3) Forward cases that require higher-level determination immediately upon completion of local processing.
- (4) Track all cases forwarded to a higher level for determination and initiate tracer action after 30 days and every 30 days thereafter if no response is received.
- (5) Verify the TMTR provided by the PERSUPPDET weekly and report status changes.

b. The PERSUPPDET/Personnel Office will:

- (1) Monitor status and maintain close communication with the customer command.
- (2) Take actions as required upon resolution of the case.
- (3) Use Appendix A (ACC DECISION LOGIC TABLE) as a guide to determine proper accountability. Figure 11A provides samples of information concerning specifics ACC's, PLD and remarks on TMTR.

**NSIPS TRANSIENT MONITORING TRACKING REPORT
SCENARIO/ACC/PLD/REMARKS INFORMATION**

Scenario #1: Is assigned under COMNAVPERSCOM orders to a staff account in a 3XX ACC.	
ACC:	Various
PROJECTED LOSS DATE:	Set at 1 day after PRD or estimated date of transfer.
Remarks:	ASSIGNED UNDER COMNAVPERSCOM TC/ORDER# XXXX.

Scenario #2: Received for Humanitarian Reassignment.	
ACC:	354
PROJECTED LOSS DATE:	Set at 7 weeks prior to PRD.
Remarks:	DETERMINE STATUS OF MEMBER'S HUMS (I.E., WILL MEMBER NEED EXTENSION).

Scenario #3: "HD" Availability submitted 6 weeks prior to PRD.	
ACC:	354
PROJECTED LOSS DATE:	Set at 16 working days from submission of availability.
Remarks:	SUB TRACER ACTION XXXXXX.

Scenario #4: Member requests Extension four weeks prior to PRD.	
ACC:	354
PROJECTED LOSS DATE:	Set at 31 days from date of submission.
EXTENTION SUBMISSION DATE:	Enter date of Extension submission.
Remarks:	MEMBER REQUESTS TD HUMS EXTENSION. SUBMIT TRACER ACTION XXXXXXXX.

Scenario #5: Orders received directing transfer.	
ACC:	354
PROJECTED LOSS DATE:	Set at 1 day following anticipated transfer date.
Remarks:	ORDERS RECVD, TRANSFER DATE XXXXXXXX.

Figure 11A-1

MONITORING TRACKING REPORT
SCENARIO/ACC/PLD/REMARKS INFORMATION

Scenario #6: Member is pending evaluation for disqualification from special duties.	
ACC:	355
PROJECTED LOSS DATE:	Set at 31 days after ACC change to 356.
DATE DISQUAL PKG SUBMITTED:	Enter the date the Disqualification package from special duties was submitted to BUPERS for determination.
Remarks:	PENDING DISQUALIFICATION, SUBMIT TRACER ACTION TO PARENT COMMAND ON XXXXXX.

Scenario #7: Member required to under-go overseas screening.	
ACC:	350
PROJECTED LOSS DATE:	Set at 31 days after ACC change to 350.
Remarks:	PENDING SCREENING FOR _____, SUBMIT TRACER ACTION TO PARENT COMMAND ON XXXXXXXX.

Scenario #8: Member placed on medical hold pending further transfer.	
ACC:	350
PROJECTED LOSS DATE:	Set at 31 days after ACC change to 350.
Remarks:	PENDING FURTHER MEDICAL EVALUATION. SUBMIT TRACER ACTION TO PARENT COMMAND ON XXXXXX.

Figure 11A-2

CLASS "H" - HUMANITARIAN ASSIGNMENT RELEASE AVAILABILITY

REPORT SUBMISSIONS:

- SUBMIT SIX (6) WEEKS PRIOR TO HUMS COMPLETION.
- CLASS "H" AVAILABILITY REPORTS MUST INCLUDE AVAILABILITY ITEMS ONE (1) THROUGH NINE (9). REFER TO ENLTRANSMAN, CHAPTER 18.
- FOR PERSONNEL WITH LESS THAN 24 MONTHS OBLISERV, INCLUDE IN THE AVAILABILITY REMARKS SECTION THE MEMBER'S OBLISERV INTENTIONS.

EXAMPLES: WILL OBLISERV FOR _____ MONTHS.
WILL NOT OBLISERV.

NOTES:

1. Verify SSN
2. Availability Rate - Enter Rate.
3. Expected NEC, if none, enter "0000".
4. Class of availability - Enter two-position alphabetic code.
5. Availability date - The date the individual IS AVAILABLE TO TRANSFER.

Figure 11B

SUBMARINE DISQUALIFICATION NOTIFICATION FORMAT

FROM: (PARENT ISIC or delegated command)
TO: COMNAVPERSCOM MILLINGTON TN//PERS-403//

INFO: *CINCLANTFLT NORFOLK VA//N-142//
*CINCPACFLT PEARL HARBOR HI//N-7313//
*COMSUBLANT NORFOLK VA//N14//
*COMSUBPAC PEARL HARBOR HI//N14//
EPMAC NEW ORLEANS LA//CODE 42//
PARENT ISIC (if applicable)
USS (last command of member)
*As Applicable

UNCLAS//N01306//

SUBJ: SUBMARINE DISQUALIFICATION (PERS-403)

1. RATING, NAME, SSN, NEC DISQUALIFIED FROM SUB DUTY ON DATE BY REASON OF . SNM PERMANENTLY REMOVED FROM PERSONNEL RELIABILITY PROGRAM. SECURITY CLEARANCE REMOVED/REVOKED. RECOMMENDED/NOT RECOMMENDED FOR ASSIGNMENT TO SUBMARINE SUPPORT ACTIVITY.

NOTES:

1. The disqualification message should not be submitted until the submarine disqualification package has been forwarded to COMNAVPERSCOM (PERS-403).

2. Only applicable information in paragraph 1 need be submitted. Not all of the actions in the sample will be applicable in every case.

3. Personnel disqualified from submarine duty but not processed for discharge from the Naval Service will normally be assigned to a submarine support activity for a minimum of two years. Personnel unsuitable for such assignment should be processed for discharge from the Naval Service.

4. In case where NEC removal is being recommended for a reason other than drug abuse, for non-nuclear personnel, submission of NAVPERS 1221/1 is required per NAVPERS 18068 Section II (NECMAN).

5. Availability Report. After all administrative actions (i.e, Rating Change, NEC removal, PRP Decertification, Security Clearance removal/revocation, as appropriate), submit the enlisted availability to PERS-403 (and other necessary addressees) in accordance with the ENLTRANSMAN Chapter 18.

6. For Nuclear trained personnel, a NAVPERS 1221/1 must be submitted, for cases other than drug related disqualification, prior to submission of the disqualification message. Do not submit disqualification message or availability report until removal of NEC is approved.

ACC DECISION LOGIC TABLE

ACC 105 DESICION LOGIC TABLE				
R U L E	If an individual is assigned to an activity in ACC 105			
	and	then	and	then
1	FFD (EAOS greater than one year or desires to incur OBLISERV for orders),	retain in ACC 105, submit avail per ENLTRANSMAN, Chapter 18,	track availability per TPAMAN, Section 5.	
2	FFD, however, requires additional screening for operational duty,	retain in ACC 105, send member for operational duty screening IAW BUMEDINST 1300.2, if member passes Screening, submit avail per ENLTRANSMAN, Chapter 18,	track availability per TPAMAN, Section 5.	
3	FFD, and failed operational duty screening,	retain in ACC 105,	parent command must notify via message CNPC (PERS 40BB), BUMED (MED-02) and the ACA IAW ENLTRANSMAN Chap 3 & BUMEDINST 1300.2.	
4	FFD, however, requires further screening by N133D or PERS-403F (Nuclear and Submariner personnel)	retain in ACC 105,	comply with ENLTRANSMAN, Chapter 24.	see notes 1, 2 & 3
5	FFD and was previously in ACC 100 (Type 1, 3 or 6) and shore duty rotation date is greater than 3 months,	change to ACC 100 via NSIPS, effective on the date found FFD.		
6	FFD and is within 90 days of EAOS, and does not desire to incur OBLISERV for orders,	retain in ACC 105,	separate within 7 working days per MPM 1910-102. (If member request early separation)	
7	FFD and EAOS is greater than 90 days but less than one year and does not desire to incur OBLISERV for orders,	retain in ACC 105,	submit message to ACA (Info PERS-821) with details and request advise further disposition of member.	

ACC 105 DECISION LOGIC TABLE				
R U L E	If an individual is assigned to an activity in ACC 105			
	and	Then	And	then
8	unfit for duty and case referred to PEB and accepts finding unconditionally,	request for HAO is approved,	prepare NSIPS events,	track per TPAMAN, Section 9.
9	unfit for duty and medical board referred to PEB and does not accept finding,	retain in ACC 105,	monitor to ensure timely response from PEB.	
10	status changes to pending ADSEP processing per MPM 1910-134 through 1910-164,	retain in ACC 105,	notify (PERS-821/83) if a PEB medical board has been forwarded to CPEB,	track per TPAMAN, Section 9.
11	FFD and have applied for/approved Ret/FLTRES date or are beyond HYT,	change ACC to 100,	execute expired Ret/FLTRES orders within 30 days per MPM 1830-040. Notify ACA of ACC change.	
12	FFD and member have been held beyond EAOS for medical treatment,	retain in ACC 105, reenlist or separate within 7 working days,	submit avail/notify ACA & (PERS-821) of member's intentions.	
13	FFD pending disciplinary action,	retain in ACC 105,		track per TPAMAN, Section 10.

NOTES:

1. Prepare appropriate NSIPS Transient Tracking events and monitor to ensure timely receipt of directions from PERS-403F or N133D. Take additional action as directed.
2. Do not submit an availability report in accordance with Enlisted Transfer Manual, Chapter 18.
3. Do not submit an availability report until directed by competent authority.

ACC 320 DECISION LOGIC TABLE				
R U L E	If an individual is assigned to an activity in ACC 320			
	And	then	and	then
1	orders are received and will transfer within 7 days,	retain in ACC 320 and effect transfer,		see note 1.
2	orders are received, however, additional screenings (i.e., overseas, medical evaluation, security clearance, etc.) required prior to transfer and the estimated completion of these actions will be greater than 7 days but less than 30 days,	change ACC to 330 effective date determination made,	notify ULTDUSTA of delay and anticipated transfer date via message,	see note 1.
3	orders are received, however, additional screenings (i.e., overseas, medical evaluation, security clearance, etc.) required prior to transfer and the estimated completion of these actions will be greater than 30 days,	change ACC to 350 effective date determination made,	notify ULTDUSTA of delay and anticipated transfer date via message. Request ORDMOD of transfer month from ACA, if required.	see note 1 and track per TPAMAN, section 11.
4	availability was submitted, orders received and status changes to pending medical board,	cancel availability/orders, notify all concerned,	change ACC to 355 effective date of status change,	track per TPAMAN, section 7.
5	availability was submitted, orders received and status changes to pending disciplinary action,	hold orders in abeyance, notify all concerned,	change ACC to 390 effective date of status change,	track per TPAMAN, section 10.
6	PCS orders received directing a transfer in a subsequent month (i.e., orders received JAN01, orders direct TRF MAR01,	change ACC to 330 effective date orders received,		see note 1.

ACC 320 DECISION LOGIC TABLE				
R U L E	If an individual is assigned to an activity in ACC 320			
	and	then	And	then
7	LIMDU orders are received and PRD (as verified through the initial medical board) will expire in two months (e.g. orders received JAN01 directing transfer FEB01 with PRD of APR01). OR Initial medical board will expire in two months (as verified through the initial medical board) and not in receipt of LIMDU orders,	change ACC to 350 and request reevaluation appointment to appropriate Naval Hospital/ Naval Medical Center,	notify ACA and execute LIMDU orders if extended for an additional 8 months LIMDU, change ACC to 355 and request cancellation of orders to ACA if new board is referred to PEB or Departmental Review, retain in ACC 320, notify ACA and request cancellation of orders if FFFD and submit YJ avail,	se note 1. track per TPAMAN if referred to PEB or Departmental Review.
8	in receipt of LIMDU orders awaiting transfer, notification received (i.e. by message, SF 600 entry, or memorandum from Naval Hospital/Naval Medical Center) that a new medical board will be dictated indicating referral to PEB or Departmental Review,	change ACC to 355,	cancel orders and notify all concerned, retain member at the current command,	see note 1 and track per TPAMAN, section 7.

ACC 330 DECISION LOGIC TABLE				
R U L E	If an individual is assigned to an activity in ACC 330			
	and	Then	and	then
1	received FFT to ULTDUSTA and will transfer within 30 days, or ULTDUSTA has directed personnel be retained, awaiting return to homeport,	retain in ACC 330, submit PRR, if required, and transfer, or retain onboard to await command's return to homeport,		see note 1.
2	has orders on board, however, additional screenings (i.e., overseas, medical evaluation, security clearance, etc.) required prior to transfer and the estimated completion of these actions will be greater than 30 days,	change ACC to 350 effective date determination made,	notify ULTDUSTA of delay and anticipated transfer date via message. Request ORDMOD of transfer month from ACA, if required.	see note 1 and track per TPAMAN, section 11.
3	status changes to preclude transfer (i.e., for reasons such as pending SEC CLRNC determination, forced rate conversion, PRT hold, short term medical care, etc.) and can not transfer within 30 days,	change ACC to 350 effective date of status,	notify all concerned of delay, anticipated transfer date or request order cancellation or modification as required,	see note 1 and track per TPAMAN, section 11
4	status changes to pending medical board action,	cancel orders, notify all concerned,	change ACC to 355 effective date of status change,	see note 1 and track per TPAMAN, section 7.
5	status changes to pending disciplinary action,	hold orders in abeyance, notify all concerned,	change ACC to 390 effective date of status change,	see note 1 and track per TPAMAN, section 10.

NOTES:

1. Prepare appropriate NSIPS Transient Tracking events and monitor to ensure timely removal from the transient pipeline.

ACC 340 DECISION LOGIC TABLE				
R U L E	If an individual is assigned to an activity in ACC 340			
	And	Then	And	then
1	graduates from training, but PCS orders have not been received,	change ACC to 320 via NSIPS effective on date of graduation,	track per TPAMAN section 5,	see note 1 on pg A-13.
2	graduates from training, PCS orders received, reason for delay is awaiting PRR, additional screenings, or medical evaluation and the anticipated transfer will occur within 7 days of graduation,	retain in ACC 340 and transfer,		see note 1 on pg A-13.
3	graduates from training, PCS orders received, reason for delay is awaiting PRR, additional screenings, or medical evaluation and the anticipated transfer will occur within 8 to 30 days from date of graduation,	change ACC to 330 via NSIPS effective on date of graduation,	track per TPAMAN, section 5,	see note 1 on pg A-13.
4	graduates from training PCS orders are received, reason for delay is awaiting additional screenings or medical evaluation and estimated completion of these actions will be more than 30 days,	changes ACC to 350 via NSIPS effective on date of graduation,	notify ULTDUSTA of delay and anticipated transfer date via message, modify orders if necessary.	see note 1 on pg A-13.
5	graduates from training, PCS orders received directing transfer month subsequent to the month graduated (GRAD JUL01, orders direct TRF SEP01),	change ACC to 330 via NSIPS effective on date of graduation,	track per TPAMAN, section 5,	see note 1 on pg A-13.

ACC 340 DECISION LOGIC TABLE				
R U L E	If an individual is assigned to an activity in ACC 340			
	And	Then	and	then
6	placed on LIMDU while under recruit training,	retain in ACC 340,	track per ENLTRANSMAN, chapter 24, and TPAMAN section 4,	see note 1 on pg A-13.
7	found unfit for full duty and case referred to PEB,	retain in ACC 340,	track per TPAMAN, section 7,	see note 1 on pg A-13.
8	found unfit for full duty, case referred to PEB and unconditionally accepts findings,	request for HAO approved,	prepare NSIPS events to change ACC to 381,	See note 1 on pg A-13 and track per TPAMAN section 9.
9	sent home on admin leave,	change ACC to 382 via NSIPS effective the date sent on admin leave,	track per TPAMAN, section 9,	see note 2 on pg A-13.
10	held by civil authorities,	change ACC to 392 via NSIPS effective the date of civil confinement,	track per TPAMAN, section 10,	see note 2 on pg A-13.
11	released from confinement with punitive discharge directed, but CA has not acted, and individual requests APP LV,	change ACC to 393 via NSIPS effective the date of release,	track per TPAMAN, section 10,	see note 2 on pg A-13.
12	released from confinement after CA's action received upholding sentence and punitive discharge and placed on mandatory APP LV,	change ACC to 393 via NSIPS effective the date of release,	track per TPAMAN, section 10,	see note 2 on pg A-13.

ACC 341/342 DECISION LOGIC TABLE				
If an individual is assigned to an activity in ACC 341/342				
R U L E	And	Then	And	then
1	dropped from training for academic reasons and available for reassignment,	change ACC to 320 via NSIPS effective date of drop,	submit availability per ENLTRANSMAN Chapter 18,	See Note 1. For New Accession see Note 4. Track per TPAMAN, Section 5.
2	graduates from training, but PCS orders have not been received,	change ACC to 320 via NSIPS, Effective on date of graduation,	track per TPAMAN, section 5,	See Note 1. See Note 4. (new accession)
3	graduates from training, PCS orders received and the only reason for delay is awaiting PRR and the anticipated transfer will occur within 7 days of graduation,	retain in ACC 341/342 and transfer,		See Note 1.
4	graduates from training, PCS orders received and the only reason for delay is awaiting PRR and the anticipated transfer will occur greater than 7 days from date of graduation,	change ACC to 330, via NSIPS, effective on date of graduation,	track per TPAMAN, section 5,	See Note 1.
5	graduates from training, PCS orders received directing a transfer month subsequent to the month graduated (i.e., GRAD JUL01, orders direct TRF SEP01),	change ACC to 330, via NSIPS, effective on date of graduation,	track per TPAMAN, section 5,	See Note 1.

ACC 341/342 DECISION LOGIC TABLE				
if an individual is assigned to an activity in ACC 341/342				
R U L E	and	Then	and	Then
6	graduates from training, orders received, however, additional screenings (i.e., overseas, medical evaluation, security clearance, etc.) required prior to transfer and the estimated completion of these actions will be less than 30 days,	change ACC to 330 via NSIPS/DMRS, effective on date of graduation,	notify ULTDUSTA of delay and anticipated transfer date via message,	See Note 1 Track per TPAMAN, Section 5
7	graduates from training, orders received, however, additional screenings (i.e., overseas, medical evaluation, security clearance, etc.) required prior to transfer and the estimated completion of these actions will be more than 30 days,	change ACC to 350 via NSIPS/DMRS, effective on date of graduation,	notify ULTDUSTA of delay and anticipated transfer date via message. Request ORDMOD of transfer month, if required.	See Note 1 Track per TPAMAN, Section 11

ACC 341/342 DECISION LOGIC TABLE				
If an individual is assigned to an activity in ACC 341/342				
R U L E	and	then	And	then
8	received for training less than 20 weeks (ACC 341) with follow on duty station, and dropped from training for academic reasons,	change ACC to 330 via NSIPS effective date of drop,	request ORDMOD from ACA, info ULTDUSTA,	see note 1 and track per TPAMAN, section 5.
9	dropped from training for other than academic/disciplinary and not available for immediate transfer (i.e., medical/dental hold, security clearance hold, PRT hold, etc.),	change ACC to 350 via NSIPS Effective on date of drop,	track per TPAMAN, section 11,	see note 2.
10	retained on board either after graduation or dropped from training as witness for pending court-martial, with no further disciplinary action pending,	change ACC to 350 via NSIPS effective either date of graduation or date of drop,	request authority from COMNAVPERSCOM and ULTDUSTA to hold and anticipated transfer date and see MPM 1326-010,	see note 2 and track per TPAMAN, section 11.

ACC 341/342 DECISION LOGIC TABLE				
If an individual is assigned to an activity in ACC 341/342				
R U L E	and	Then	And	Then
11	dropped from training for disciplinary reasons, (to include civil charges)	change ACC to 390 via NSIPS/DMRS, effective date of drop,	if under orders notify all concerned,	see note 2 and track per TPAMAN, section 10.
12	graduates from training (ACC 341/342) awaiting further instruction at same location,	maintain on board in current ACC as directed by ACA, await new class convening date,	track per TPAMAN, section 6,	see note 1.
13	placed on LIMDU, medical condition does not prevent continued training,	retain in ACC 341/342,	track per TPAMAN, section 3,	see note 1

ACC 341/342 DECISION LOGIC TABLE				
If an individual is assigned to an activity in ACC 341/342				
R U L E	and	Then	And	Then
14	medical board initiated and dropped from training,	change ACC to 355 via NSIPS/DMRS, effective date of drop,	track per TPAMAN, section 7,	see note 1.
15	placed on LIMDU during training, graduates and has less than 90 days remaining on LIMDU,	change ACC to 350 via NSIPS/DMRS, effective date of graduation and request reevaluation from MTF,	track per TPAMAN, section 11,	see note 1.
16	placed on LIMDU during training, graduates and has more than 90 days remaining on LIMDU,	change ACC to 320 via NSIPS/DMRS, effective date of graduation and submit "YH" availability,	track per TPAMAN, section 5,	see note 1.

ACC 341/342 DECISION LOGIC TABLE				
If an individual is assigned to an activity in ACC 341/342				
R U L E	and	Then	and	Then
17	officers who have graduated from DUINS (ACC342) and PCS orders received for transfer in subsequent month (i.e., GRAD SEP99, orders direct TRF OCT99),	retain on board in ACC 342,	track per TPAMAN, section 6,	see note 3.
18	officers who have graduated from DUINS (ACC342) and orders not received,	retain on board in ACC342 and send message to ACA requesting advise status of orders,	track per TPAMAN, section 6,	see note 3.

NOTES:

1. Prepare appropriate NSIPS Transient Tracking events and monitor to ensure completion of required actions and subsequent transfer.
2. Prepare appropriate NSIPS Transient Tracking events and monitor to ensure timely removal from the transient pipeline.
3. Prepare appropriate NSIPS Transient Tracking events and monitor to ensure timely removal from the transient pipeline.
4. When a NEW ACCESSION member in ACC 342 graduated or disenrolled from the curriculum, submit availability and retain member in ACC 342 until receipt of orders. When transfer orders are received and transfer date is within 7 days, retain in ACC 342. When transfer orders are received and transfer date is beyond 7 days, change to ACC 330.

ACC 354 DECISION LOGIC TABLE				
R U L E	If an individual is assigned to an activity in ACC 354			
	And	Then	And	Then
1	request TD HUMS extension 4 weeks prior to expiration,	retain in ACC 354 and monitor to ensure extension is approved or disapproved,		see note 1 on pg A-15.
2	TD HUMS has been resolved prior to expiration of HUMS PRD and is able to transfer,	change ACC to 320 and submit "HD" avail per ENLTRANSMAN, Chapter 18,	Track avail per TPAMAN, section 5.	see note 1 on pg A-15.
3	EAOS expires within six months after PRD of TD HUMS and request either an extension or reenlistment,	retain in ACC 354, submit request to NPC-40HH via Commanding Officer and ensure extension /reenlistment request is approved or disapproved,		see note 1 on pg A-15.
4	TD HUMS has been resolved and have applied for/approved retirement/FLTRES,	retain in ACC 354, notify ACA and NPC-40HH for further disposition,		see note 1 on pg A-15.
ACC 356 DECISION LOGIC TABLE				
R U L E	If an individual is assigned to an activity in ACC 356			
	and	Then	And	Then
1	disqualification is approved and member will remain in the same rating,	change ACC to 320 via NSIPS effective date of disqualification approval,	submit availability per ENLTRANSMAN, Chapter 18,	track per TPAMAN section 5.
2	disqualification is approved and rating conversion is required,	change ACC to 350 via NSIPS effective date of disqualification approval,	submit rating choice to ACA,	see note 1 on pg A-17.

ACC 350 DECISION LOGIC TABLE				
R U L E	If an individual is assigned to an activity in ACC 350			
	And	Then	And	Then
1	information is received that changes status,	change ACC to appropriate ACC reflecting member's new status,		see note 1.
2	undergoing screening for overseas duty or special program/duty,	retain in ACC 350.		
3	not qualified for overseas duty or special program/duty after completion of screening,	notify all concerned. If required, request an ORDMOD. If an ORDMOD is required, change ACC to 320 via NSIPS effective the date of ORDMOD request,	if ACC changed to 320, track per TPAMAN, Section 5. If ORDMOD not requested retain in ACC 350 and await further instructions,	see notes 1 & 2.
4	placed on medical hold and upon further evaluation a medical board is initiated,	change ACC to 355 via NSIPS effective date of medical board determination,	track per TPAMAN. section 7,	see note 1.
5	previously assigned in ACC105 and awaiting further screening (i.e., nuclear/SUB disqual),	retain in ACC 350,		see note 1.

NOTES:

1. Prepare appropriate NSIPS Transient Tracking events and monitor to ensure timely removal from the transient pipeline.
2. Prepare appropriate NSIPS Transient Tracking events and monitor to ensure timely receipt of orders/ORDMOD.

ACC 355 DECISION LOGIC TABLE				
R U L E	If an individual is assigned to an activity in ACC 355			
	and	Then	And	then
1	medical board received indicating assignment to LIMDU or FFD,	change acc to 320 via NSIPS effective date of medical board (regardless of SUBPAY or Special Duty Pay),	submit availability per ENLTRANSMAN, Chapter 18,	see note 1 and track per TPAMAN section 5.
2	medical board received indicating referral to Departmental Review,	retain in ACC 355,		see note 2.
3	departmental Review approves FFD or LIMDU period,	change ACC to 320 via NSIPS effective date of receipt of results,	submit availability per ENLTRANSMAN, Chapter 18,	see note 1 and track per TPAMAN, section 5.
4	medical board received indicating unfit for duty and case referred to PEB,	retain in ACC 355,		see note 3.
5	unconditionally accepts the finding of PEB,	request for HAO approved,	prepare NSIPS events to change ACC to 381,	see note 1 and track per TPAMAN, Section 9.
6	physical disability separation MSG received from PERS-821 indicating separation date greater than 30 days (except those personnel approve HAO/L5),	change ACC to 380 via NSIPS effective DTG of Physical Disability Separation MSG,		see note 1 and track per TPAMAN, Section 9.

ACC 355 DECISION LOGIC TABLE				
R U L E	If an individual is assigned to an activity in ACC 355			
7	awaiting results of local medical board or rebutted the findings of medical board referred to PEB and status changes pending ADSEP processing per MPM 1910-134 - 1910-164,	change ACC to 382 via NSIPS effective date notified or NPL received,	notify PERS-821/832 only if medical board has already been forwarded for review,	see note 1 and track per TPAMAN, Section 9.
8	FFD and is within 90 days of EAOS, and does not desire to incur OBLISERV for orders,	change to ACC 380,	sseparate within 7 working days per MPM 1910-102. (if mbr request early separation)	

NOTES:

1. Prepare appropriate NSIPS Transient Tracking events and monitor to ensure timely removal from the transient pipeline.
2. Prepare appropriate NSIPS Transient Tracking events and monitor to ensure receipt of response from COMNAVPERSCOM (PERS-821). Submit tracer action as required.
3. Prepare appropriate NSIPS Transient Tracking events and monitor to ensure receipt of response from PEB. Submit tracer action as required.

ACC 370 DECISION LOGIC TABLE				
R U L E	If an individual is assigned to an activity in ACC 370			
	and	Then	And	then
1	released from treatment and transferred to MHC for follow-on outpatient care,	gain to MHC UIC in ACC 371 or change ACC to 371 if MHC UIC is the same as the MTF,		see note 1 on pg A-20.
2	released from treatment and transferred to MHC awaiting completion of local medical board,	gain to MHC UIC in ACC 355 or change ACC to 355 via NSIPS, effective date of release,	track per TPAMAN, section 7,	see note 1 on pg A-20.
3	retained in an inpatient status and a medical board will be dictated for assignment to LIMDU,	retain in ACC 370 until receipt of medical board,	upon release, and receipt of medical board, transfer to nearest TPU/Others activity in ACC 320.	
4	retained in an inpatient status and a medical board will be dictated for referral to PEB,	retain in ACC 370 until receipt of medical board,	upon release, and receipt of medical board, transfer to nearest TPU/Others activity in ACC 355.	
5	transferred to a non-naval or non-military treatment facility for further treatment/evaluation,	change ACC to 372/373 as appropriate via NSIPS effective date of transfer,		see note 1 on pg A-20.
6	FFD, within 90 days of EAOS, desires to separate,	retain at MTF and separate within 7 working days per MPM 1910-102.		
7	released from treatment and found FFD,	transfer to nearest TPU/ Others activity in ACC 320.		

ACC 371 DECISION LOGIC TABLE

R U L E	If an individual is assigned to an activity in ACC 371
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	and	Then	And	then
1	released from MHC and FFD,	transfer to nearest TPU/Others activity in ACC 320.		
2	released from MHC with medical board recommending assignment to LIMDU,	transfer to nearest TPU/Others activity in ACC 320,		see note 2 on pg A-20.
3	released from MHC with medical board recommending referral to either PEB or Department Review,	transfer to nearest TPU/Others activity in ACC 355,		see note 2 on pg A-20.

ACC 372/373 DECISION LOGIC TABLE				
R U L E	If an individual is assigned to an activity in ACC 372/373			
	and	Then	and	then
1	released from a non-naval or non-military treatment facility and returned to naval MTF for inpatient treatment,	change ACC to 370 via NSIPS effective date of status change,		see note 1.
2	released from a non-naval or non-military treatment facility and returned to naval MTF for outpatient treatment,	gain to MHC in ACC 371 via NSIPS effective date of status change,		see note 1.
3	released from a non-naval or non-military treatment facility and returned to naval MTF to await the completion of medical board processing,	gain to MHC in ACC 355 via NSIPS effective date of status change,	track per TPAMAN, section 7,	see note 1.
4	retained at non-naval MTF undergoing specialized medical treatment or awaiting completion of medical board processing,	retain in ACC 373,		see note 1.

NOTES:

1. Prepare appropriate NSIPS Transient Tracking events and monitor to ensure timely removal from the transient pipeline.
2. Do not transfer this individual without a completed medical board cover sheet.

ACC 380 DECISION LOGIC TABLE				
R U L E	If an individual is assigned to an activity in ACC 380			
	and	Then	And	then
1	received TEMDU SEPS without physical and/or HIV test,	retain in ACC 380, arrange physical/HIV test,	retained beyond EAOS,	see notes 1, 2 & 5.
2	received TEMDU SEPS without physical and/or HIV test, and unfit for separation, and medical board dictated,	change ACC to 355 via NSIPS effective date notified by medical authority,	track per TPAMAN, section 7,	see notes 1, 2 & 5.
3	received TEMDU SEPS without physical and/or HIV test, and medical status is undetermined, and placed on medical hold pending further evaluation/testing,	change ACC to 350 via NSIPS effective date notified by medical authority,	track per TPAMAN, section 11,	see notes 1, 2 & 5.
4	received TEMDU SEPS and elects to reenlist,	change ACC to 320 via NSIPS upon notification of intention to reenlist,	notify ACA of intention to reenlist,	see notes 3 & 4.
5	received TEMDU SEPS and placed on legal hold with charges referred to court-martial proceedings,	change ACC to 390 via NSIPS effective date notified by legal authority,	track per TPAMAN, section 10,	see notes 1 & 2.

NOTES:

1. Prepare appropriate NSIPS Transient Tracking events and monitor to ensure timely removal from the transient pipeline.
2. Notify PERS-82, for members approved for Retirement/Fleet Reserve, if unable to meet Retirement/Fleet Reserve date. Ref: MPM 1800-030 and 1800-040.
3. Prepare appropriate NSIPS Transient Tracking events and monitor to ensure timely receipt of orders and subsequent transfer.
4. Reenlistment must be accomplished within 7 working days of receipt.
5. Prepare and forward a message to previous command info ISIC on non-compliance of completion of separation physical IAW MPM 1050-390.

ACC 382 DECISION LOGIC TABLE				
R U L E	If an individual is assigned to an activity in ACC 382			
	and	then	and	then
1	request ADMIN LV IAW MILPERSMAN 1050-390,	retain in ACC 382,		see note 1.
2	on ADMIN LV awaiting ADSEP authority and COMNAVPERSCOM denies discharge, recalled to parent command,	retain in ACC 382 until physically returns or fails to return,	upon return to military control, change ACC 390 via NSIPS effective date of return,	see note 1 and track per TPAMAN, section 10.
3	on ADMIN LV awaiting ADSEP authority and COMNAVPERSCOM denies discharge, recalled to parent command,	retain in ACC 382 until physically returns or fails to return,	if failed to return within 30 days of official notification, declare a Deserter,	track per TPAMAN, section 4.
4	await ADSEP authority and COMNAVPERSCOM denies discharge and directs retention,	change ACC to 320 via NSIPS effective the date of COMNAVPERSCOM notification,	submit availability per ENLTRANSMAN, Chapter 18,	see note 1 and track per TPAMAN, Section 5.
5	await ADSEP authority and COMNAVPERSCOM denies discharge and directs probation and/or suspension,	change ACC 350 via NSIPS effective date of COMNAVPERSCOM notification, and obtain direction from ACA concerning assignment,	track per TPAMAN, section 11,	see note 1.

NOTES:

1. Prepare appropriate NSIPS Transient Tracking events and monitor to ensure timely removal from the transient pipeline.

ACC 390 DECISION LOGIC TABLE				
R U L E	If an individual is assigned to an activity in ACC 390			
	and	Then	And	then
1	released from disciplinary hold (i.e., restriction, extra duty, etc.) and available for reassignment,	change ACC to 320 via NSIPS effective date of release,	submit availability per ENLTRANSMAN, Chapter 18,	see note 1 on pg A-25 and track per TPAMAN, section 5.
2	released from disciplinary hold and ARB elects to reenroll in training,	change ACC to 341/342 via NSIPS effective date of reenrollment,	track per TPAMAN, section 6,	see note 1 on pg A-25.
3	released from disciplinary hold and retained for reasons not otherwise defined by other ACCs (i.e., PRT hold, medical/dental hold, security clearance hold, etc.),	change ACC to 350 via NSIPS effective date of status change,	track per TPAMAN, section 11.	see note 1 on pg A-25.
4	processed for ADSEP,	change ACC to 382 via NSIPS effective date notified or NPL/ABPL received,	track per TPAMAN, section 9,	see note 1 on pg A-25.
5	assigned to TPU/Others activity that shares UIC with a Brig and awarded confinement as a result of a court-martial,	change ACC to 391 via NSIPS effective date of confinement,		see note 1 on pg A-25.
6	awarded confinement as a result of a court-martial and TEMDU Confinement orders are required,	transfer to appropriate Brig in ACC 391,	see section 10.02b.	

ACC 391 DECISION LOGIC TABLE				
R U L E	If an individual is assigned to an activity in ACC 391			
	and	then	And	then
1	released from confinement with no punitive discharge authorized, and available for reassignment, but orders not received at time of release,	transfer to nearest TPU/Others activity or change ACC to 320 via NSIPS effective date of release. Notify ACA of transfer,	track per TPAMAN, section 5,	see note 1 on pg A-25.
2	released from confinement with punitive discharge not directed, but is being processed for ADSEP, package forwarded to COMNAVPERSCOM, separation authority not received and requests ADMIN LV,	transfer to nearest TPU/Others activity or change ACC to 382 via NSIPS effective date of departure on ADMIN LV,	track per TPAMAN, section 9,	see note 3 on pg A-25.
3	released from confinement with punitive discharge directed, CA has not acted and requests APP LV,	change ACC to 393 via NSIPS effective date of release,		see notes 2 & 3 on pg A-25.
4	released from confinement with punitive discharge directed, but CA has not acted and elects not to take APP LV,	transfer to nearest TPU/Others activity or change ACC to 390 via NSIPS effective date of release,		see note 1 on pg A-25.
5	Paroled from confinement with punitive discharge directed or dismissed,	retain in ACC 391,		see note 4 on pg A-25.

ACC 392 DECISION LOGIC TABLE				
R U L E	If an individual is assigned to an activity in ACC 392			
	and	Then		Then
1	returned to military jurisdiction,	change ACC to 390 via NSIPS effective date of status change,		see note 1 below.
2	processed for Discharge in Absentia,	retain in ACC 392,		see note 3 below.

ACC 393 DECISION LOGIC TABLE				
R U L E	If an individual is assigned to an activity in ACC 393			
	and	Then	and	Then
1	CA's action received approving sentence,	prepare NSIPS event,	parent command will change status to mandatory APP LV,	see note 2.
2	recalled from APP LV by higher authority, and will be retired,	submit NSIPS event to return to Navy Strength,	change ACC to 390 via NSIPS effective date of return,	see note 1.
3	recalled from APP LV by higher authority, NSIPS events completed , and elects restoration to duty, if authorized,	change the ACC to 320 via NSIPS effective the date recalled by higher authority,	submit availability per ENLTRANSMAN, Chapter 18,	see note 1 and track per TPAMAN, section 5.

NOTES:

1. Prepare appropriate NSIPS Transient Tracking events and monitor to ensure timely removal from the transient pipeline.
2. Prepare NSIPS Transient Tracking events, if applicable, and ensure strict compliance with MILPERSMAN ARTICLE 1050-310 THROUGH 1050-380.
3. Prepare NSIPS Transient Tracking events and track to ensure timely receipt of separation authority.
4. Prepare NSIPS Transient Tracking events and track to ensure timely receipt of authority to execute discharge.

GLOSSARY OF TERMS

This glossary of terms includes both abbreviations and acronyms used in the TPAMAN.

**Abbreviation
or Term****Explanation**

ACA	Assignment Control Authority
ACC	Accounting Category Code
ADMIN LV	Administrative Leave
ADSEP	Administrative Separation Processing
APEBP	Awaiting Physical Evaluation Board Proceedings
APOE	Aerial Port of Embarkation
APP LV	Appellate Leave
APPR	Apprehended
ARB	Academic Review Board
ASMO	Assignment Memorandum Order Central
AVAIL SUB	Availability Submitted
AVAILS	Availabilities
AWT	Awaiting
BF	Body Fat
BOP	Bureau of Prisons
BR/CLASS	Branch/Class
BUMED	Bureau of Medicine and Surgery
COMNAVPERSCOM	Commander, Naval Personnel Command
CA	Convening Authority
CHG	Change
CHNAVPERS	Chief of Naval Personnel
CM	Court-Martial
CNET	Chief of Naval Education and Training
COMM	Commercial
CONBRIG	Consolidated Brig
CONUS	Continental United States
DEP REVIEW	Departmental Review
DESC	Disability Evaluation System Counselor
DFAS	Defense Finance Accounting Service
DIRNCPB	Director, Naval Council of Personnel Boards
DMRSMAN	Diary Message Reporting System User's Manual
DONCAF	Department of the Navy, Central Adjudication Facility
DSC	Duty Status Code
DSN	Defense Switched Network
DTG	Date-Time-Group
DUINS	Duty Under Instruction
EAOS	Expiration of Active Obligated Service
EDLN	Estimated Date of Loss to the Navy
EDVR	Enlisted Distribution Verification Report
EDVRMAN	Enlisted Distribution Verification Report User's Manual

**Abbreviation
or Term****Explanation**

ENLTRANSMAN	Enlisted Transfer Manual
EPMAC	Enlisted Placement Management Center
EST	Estimated
FFA	For Further Assignment
FFD	Fit for Duty
FFT	For Further Transfer
FLTRES	Fleet Reserve
FOARS	Fleet Orders and Availability Reporting System
FOL PERS	Following Personnel
FORDU TEMAC	For Duty Temporary Active Duty
FORDU	For Duty
GCM	General Court-Martial
GRAD	Graduation
HAO	Home Awaiting Orders
HUMS	Humanitarian
ICD	International Classification of Diseases
IHCA	In Hands of Civil Authorities
ISIC	Immediate Superior in the Chain of Command
JFTR	Joint Federal Travel Regulations
JUMPS	Joint Uniform Military Pay System
LIMDU	Limited Duty
LODI	Line of Duty Investigation
MANMED	Manual of the Medical Department
MAPMIS	Manpower Personnel and Management Information System
MEDBDS	Medical Boards
MEDHOLD	Medical Hold
MHC	Medical Holding Company
MMSO	Military Medical Support Office
MPM/MILPERSMAN	Military Personnel Manual
MTF	Medical Treatment Facility
NACIC	Navy Absentee Collection and Information Center
NAMALA	Navy and Marine Corps Appellate Leave Activity
NAVETS	Navy Veteran
NAVPTO	Navy Passenger Transportation Office
NEC	Navy Enlisted Classification Code
NH/NAVHOSP	Naval Hospital
NJP	Non Judicial Punishment
NLSO	Naval Legal Service Office
NMC/NAVMEDCEN	Naval Medical Center
NOK	Next of Kin
NPL/ABPL	Notification Procedure Letter/Administrative Board Procedure Letter
NRAM	Navy Recruit Accession Module
NRPC	Naval Reserve Personnel Center
NSIPS	Navy Standard Integrated Personnel System
OFFTRANSMAN	Officer Transfer Manual
OJAG	Office of the Judge Advocate General

Abbreviation
or Term

Explanation

ONBD	On Board
ORDMOD	Order Modification
ORDS	Orders
PAO	Patient Affairs Officer
PCS	Permanent Change of Station
PEB	Physical Evaluation Board
PEBLO	Physical Evaluation Board Liaison Officer
PERSUPPDET	Personnel Support Activity Detachment
PLD	Planned Loss Date
POC	Point of Contact
POV	Privately Owned Vehicle
PRD	Projected Rotation Date
PREV	Previous
PRIPHON	Primary Phone Number
PRR	Passenger Reservation Request
PRT	Physical Readiness Training
PTM	Navy Passenger Transportation Manual
RECVD	Received
REEVAL DATE	Reevaluation Date
REQ	Request
RSC	Record Status Code
RTC	Recruit Training Command
SCIND	Strength Code Indicator
SEC CLRNC	Security Clearance
SECNAV	Secretary of the Navy
SEP AUTH	Separation Authority
SKEL	Skeleton Record Data
SNM	Subject Named Member
SPCM	Special Court-Martial
SPDR	Student Permanent Drop Record
SSC	Service School Command
SSN	Social Security Number
STO	Standard Transfer Orders
SURR	Surrender
TAC	Transaction Code
TAMP	Transition Assistance Management Program
TAO	Technical Arrest Orders
TD HUMS	Temporary Duty Humanitarian Assignment
TDRL	Temporary Disability Retired List
TEMADD	Temporary Additional Duty
TEMDU	Temporary Duty
TEMDFCFO	Temporary Duty for Commissioning and Fitting Out

**Abbreviation
or Term**

Explanation

TEM DU SEPS	Temporary Duty Separation
TEM DUINS	Temporary Duty Under Instruction
TLD	Temporary Limited Duty
TMTR	Transient Monitoring Tracking Report
TPAMAN	Transient Personnel Administration Users' Manual
TPPH	Transient, Patient, Prisoner, Holdee
TPU	Transient Personnel Unit
TRACOM	Training Command
TMU/TRANSMONUNIT	Transient Monitoring Unit
TRF	Transfer
TRNG	Training
TYCOM	Type Commander
UA	Unauthorized Absence
UIC	Unit Identification Code
ULTDUSTA	Ultimate Duty Station
UNODIR	Unless Otherwise Directed
VA	Veterans Administration

